

**Maryland  
Transportation  
Authority**

Martin O'Malley  
Governor

Anthony Brown  
Lt. Governor

John D. Porcari  
Chairman

Peter J. Basso  
Rev. Dr. William C. Calhoun, Sr.  
Mary Beyer Halsey  
Louise P. Hoblitzell  
Richard C. Mike Lewin  
Isaac H. Marks, Sr., Esq.  
Michael J. Whitson  
Walter E. Woodford, Jr., P.E.

Ronald L. Freeland  
Executive Secretary

Geoffrey V. Kolberg, P.E.  
Chief Engineer

Engineering Division  
300 Authority Drive  
Baltimore MD 21222-2200  
410-537-7800  
410-537-7801 (fax)

Construction Division  
304 Authority Drive  
Baltimore MD 21222-2200  
410-537-7888  
410-537-7802 (fax)

410-355-7024 (TTY)  
1-888-754-0098

e-mail: [mdtaengineer@mdtransportationauthority.com](mailto:mdtaengineer@mdtransportationauthority.com)

[www.mdtransportationauthority.com](http://www.mdtransportationauthority.com)

April 1, 2009

**TO ALL PURCHASERS OF CONTRACT DOCUMENTS:**

RE: **Contract No. IC 2210-000-006/7R**  
**Western Operations Facility Intercounty Connector**

**ADDENDUM NO. 1**

To Whom It May Concern:

It is important that you acknowledge receipt of this Addendum No. 1 on the referenced contract regardless if you will be bidding or not bidding.

Very truly yours,

  
Linda McGill  
Chief Procurement Officer

Enclosures

Contract No. **IC 2210-000-006/7R**

This will acknowledge receipt of the attached Addendum No. 1.

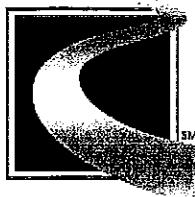
\_\_\_\_\_  
**NAME OF COMPANY**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

THIS SIGNED ADDENDUM ACKNOWLEDGEMENT PAGE SHALL BE RETURNED TO THIS OFFICE VIA **FAX AT 410-537-7801**, ATTENTION: MAGGIE JOHNSON PRIOR TO THE BID OPENING DATE.

**IN ADDITION**, THIS SIGNED ADDENDUM ACKNOWLEDGEMENT PAGE MUST BE ATTACHED TO THE OUTSIDE COVER OF THE BID BOOK. FAILURE TO DO SO MAY RESULT IN REJECTION OF YOUR BID.



# Maryland Transportation Authority

Martin O'Malley  
Governor

Anthony Brown  
Lt. Governor

John D. Porcari  
Chairman

Peter J. Basso  
Rev. Dr. William C. Calhoun, Sr.  
Mary Beyer Halsey  
Louise P. Hoblitzell  
Richard C. Mike Lewin  
Isaac H. Marks, Sr., Esq.  
Michael J. Whitson  
Walter E. Woodford, Jr., P.E.

Ronald L. Freeland  
Executive Secretary

Geoffrey V. Kolberg, P.E.  
Chief Engineer

Engineering Division  
300 Authority Drive  
Baltimore MD 21222-2200  
410-537-7800  
410-537-7801 (fax)

Construction Division  
304 Authority Drive  
Baltimore MD 21222-2200  
410-537-7888  
410-537-7802 (fax)

410-355-7024 (TTY)  
1-888-754-0098

e-mail: mdtaengineer@  
mdtransportation  
authority.com

www.mdtransportation  
authority.com

April 1, 2009

## TO ALL PURCHASERS OF CONTRACT DOCUMENTS:

RE: **Contract No. IC 2210-000-006/7R**  
**Western Operations Facility Intercounty Connector**

### ADDENDUM NO. 1

To Whom It May Concern:

The following changes have been made to the Contract Invitation for Bids Documents:

1. Attached are the minutes, sign-in sheet, MBE handouts from the Pre-bid Meeting held on March 24, 2009 and the latest Purchaser's list.
2. The Bid Due Date for the above referenced contract remains unchanged, **April 9, 2009 at 11:00 am.**
3. The public Bid Opening for the above referenced contract remains unchanged, **April 10, 2009 at 10:00 am.**
4. The MBE goals remain unchanged at **30%** overall goal, with **7%** women owned business and **15%** African American sub goals.
5. The following changes have been made to the Specifications for **Invitation for Bids:**

### **Vol. I of III**

<b>Page No.:</b>	<b>Description</b>
030	<b>DELETE</b> this page in its entirety and <b>INSERT</b> new page number "030" attached to this addendum.
187A	<b>ADD</b> New Section 01 21 50 "Incentive" attached to this addendum.
308A	<b>ADD</b> New Section 01 74 19 "Construction Waste Management and Disposal" attached to this Addendum.
436A	<b>ADD</b> New Section 06 40 23 "Interior Architectural Woodwork" attached to this addendum.

787 **ADD** New Paragraph 1.1.A.3 as follows:

“3. Recycling Containers.”

790 **ADD** New Paragraph 2.4 as follows:

- “A. Deskside Containers: Provide Rubbermaid Medium Deskside Recycling Container, 28-1/8 Quart. Provide 8 Units (4 at Police Building, 4 at Maintenance Building).
- B. Recycling Containers: Provide Rubbermaid Slim Jim Recycling Containers with lids. Provide 4 units with one lid each (provide two bottles and can top lids, and two paper slot lids).
- C. Recycling Stations: Provide Rubbermaid Glutton Recycling Station with dimensions 53” by 24” by 35.5”, capacity 92 gallons (provide two units).
- D. Outdoor Storage Containers: Provide Model T9A239786GY, 5.5 Cubic feet capacity, with hinged lid and swivel caster dolly base, by Global Industrial.

790 **ADD** new Paragraph 3.1.C as follows:

C. Recycling Units shall be placed as directed by the Engineer.

**Vol. II of III**  
**Page No. :**

**Description**

227 Section 23 81 26. Paragraph 2.3.B.3: **REVISE to READ:**  
“Refrigerant: R-407C or R-410A”.

**Vol. III of III**  
**Page No. :**

**Description**

033 **DELETE** this page in its entirety and **INSERT** new page number 033 attached to this addendum.

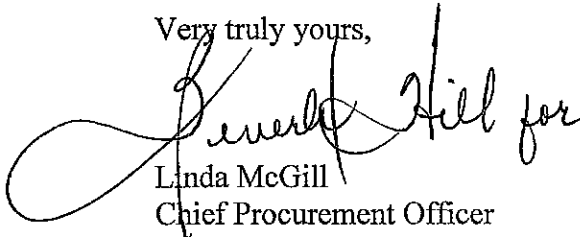
056 **DELETE** this page in its entirety and **INSERT** new page number 056 attached to this addendum -- changing the Contract Time and Bonding from Three Hundred (300) Calendar Days to **Two Hundred Seventy (270) Calendar Days.**

060 **DELETE** this page in its entirety and **INSERT** new page number 060 attached to this addendum.

**5. The following changes have been made to the “Plans” for Invitation for Bids:**

<b>Page No. :</b>	<b>Description</b>
1 (Title)	<b>ADD</b> note stating “ADDENDUM NO. 1 – 03/31/09 – SHEET NOS. 38, 39, 49, 55.”
1 (Title)	<b>REVISE</b> “SPECIFICATIONS” note to <b>READ:</b> The Specifications for all work on this project shall be State Highway Administration’s “Standard Specifications for Construction and Materials” dated July 2008 and all additions and/or revisions thereto, and other Specifications in the Special Provisions. Any other references to the earlier SHA Specifications on these Plans or within the Contract Specifications shall be superseded by the current July 2008 version noted above.
38 (A-203)	<b>REVISE</b> title of detail 3 from “Elevation – Break Room” to “Cabinet Elevation at Break Room”.
39 (A-301)	On Section 3 (Section Thru Vehicle Storage) – <b>ADD</b> note to section indicating “Provide minimum 6” batt insulation with FSK cover on underside of roof deck providing minimum R-30 insulation value in Vehicle Storage Room.”
49 (A-605)	<b>REVISE</b> Finish schedule by removing solid circle from Room “111” Row under column for “Painted Gypsum Board”. The Vehicle Storage Room is to have exposed structure with batt insulation on underside of roof deck.
55 (M-301)	<b>REVISE</b> Schedule for “Air Handling Unit, Split System Heat Pumps” column under cooling section for REFRIG to <b>READ</b> “410A” in each row. Use of refrigerant R-22 originally shown is being removed.

Very truly yours,



Linda McGill  
Chief Procurement Officer

THE SIGNED ADDENDUM ACKNOWLEDGEMENT PAGE MUST BE ATTACHED TO THE OUTSIDE COVER OF THE BID BOOK. FAILURE TO DO SO MAY RESULT IN REJECTION OF YOUR BID.

## **Pre-Proposal Meeting**

Contract No. IC 2210-000-006/7/R

ICC West Operations Facility  
Montgomery County, MD

10:00 AM Monday March 24, 2009

The following people were in attendance:

William Kirk	MdTA
Linda McGill	MdTA
Alisha Wright	MdTA
Ben Mondell	MdTA
Meshelle M.V. Howard	MdTA
Terry Niswonger	MdTA
Bob Michael	MdTA
Ken Knutson	MdTA
Maxine Powell	MdTA
Ken Merrill	PBCS
Leonard Gilbert	URS Corporation
Ken Krach	URS Corporation
John Feezer	Brawner Builders, Inc.
Michael Oshrine	Brawner Builders, Inc.
Cristian Terez – Jirado	NASTOS Construction
Peter Wyatt	March – Westin Company

The Pre-Proposal Meeting for the Installation of a New Single Bay Maintenance Facility on Crabbs Branch Way in Montgomery County (IC 2210-000-006/7/R) was held in the Conference room, 303 Authority Drive on March 24<sup>th</sup> at 10:00 a.m. \*

1. Ms. Alisha Wright opened the meeting with a brief project description and the following announcements:
2. The Proposal due date is April 9, 2009. Time 11:00 a.m.
3. Public opening shall be at 10 a.m. on April 10, 2009. Location shall be the 1st Floor Conference room, 300 Authority Drive.
4. Proposal packages (Envelopes A and B) should be placed in the bid box located on the first floor of the Engineering/Finance Building at the Francis Scott Key Bridge, 300 Authority Drive.
5. The Authority does not encourage overnight delivery service. If that is done however, the bid should be delivered at least a day in advance. It will be the responsibility of the

Contractor to make sure that his bid package is placed in the bid box. **The outside envelope of the mailed package must clearly identify the Contract Number and mention that it is a bid package.**

6. These minutes will be distributed to all purchasers of bid documents and will be considered as official record of this meeting.
7. Written questions will be accepted by the MdTA until 2:00 pm (April 1, 2009) These questions should be addressed to:

Maryland Transportation Authority  
Engineering Division  
300 Authority Drive  
Baltimore, MD. 21222  
Attn: Mr. William Kirk

8. Alternatively, questions may be faxed to Mr. William Kirk's attention at (410) 537-7801.
9. Responses to questions received by MdTA will be distributed to all purchasers of bid documents.
10. Ms. Meshelle M.V. Howard provided a description of the Minority Business Enterprise (MBE) participation program. The MBE participation goal for this contract is 30%. The sub-goals are 7% for women-owned and 15% for African-American owned participation. This will affect all contracts over \$50,000. All prime Contractors must achieve all MBE goals through certified MBE subcontractors, regardless of the MBE status of the prime Contractor. MBE firms must be certified by the Maryland Department of Transportation (City or County certification is not acceptable). A list of certified MBE firms may be obtained by calling MBE office at (410) 537-1051. It is also available at the Authority's website at [www.mdta.state.md.us](http://www.mdta.state.md.us). A new Directory is also available.
11. Site visits shall be coordinated through Mr. Robert Michael (cell 410-365-3551).
12. Incentive clause may be added by addendum.
13. Contract duration will be revised from 300 calendar days to 270 calendar days.

The meeting was then opened to questions and comments concerning the project. The following questions were discussed and responses provided:

**Question:** When is the anticipated Notice-to-Proceed (NTP)?

**Response:** MdTA anticipates giving NTP to Contractor after June 2009.

**Question:** Plans refer to SHA 2001 specification book. Is this correct?

**Response:** Plans will be updated by addendum to refer to the latest State Highway Administration's "Standard Specifications for Construction and Materials" dated July 2008.

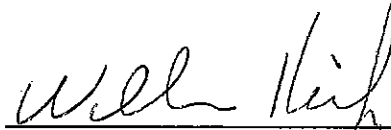
**Question:** Contractor noted that storm drain pipe appears to be located under salt dome foundation.

**Response:** Engineer will evaluate.

**Answer:** The drawings are correct. The salt dome does not have footings and therefore will not interfere with the storm drains.

As there were no further questions, the meeting was then adjourned.

Approved: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Will Hinch", is written over a horizontal line.





**LIST OF PURCHASERS OF INVITATION FOR BIDS**Contract No.: **IC 2210-000-006/7 R**

Price: \$50.00

Bid Opening Date: **April 9, 2009**

Class: E

Commercial Interiors, Inc. 7464 New Ridge Rd., Ste. 5 Hanover, MD. 21076 P: (410) 859-4141 F: (410) 859-0708 <b>(2 sets)</b>	Brawner Builders, Inc. 6 North Park Drive Suite 106 Hunt Valley, MD 21030 P: (410) 863-4883 F: (410) 863-4893	
Milestone Construction Services, Inc. 21495 Ridgetop Circle Suite 300 Sterling, VA 20166 P: (703) 406-0960 F: (703) 406-0964 <b>(3 sets)</b>	Nastos Construction, Inc. 1421 Kenilworth Ave., N.E. Washington, D.C. 20019 P: (202) 398-5500 F: (202) 398-5501	Creative Finishes, Inc. 8611 Second Ave. Suite 204 Silver Spring, MD 20910 P: (301) 588-1070 F: (301) 588-1077
Rich Moe Enterprise 3780 Roop Rd. New Windsor, MD 21776 P: (757) 435-6143 F: <b>(2 sets)</b>	March-Westin Company (Maryland Division) 2313 Maryland Avenue Baltimore, MD. 21218 P: (443) 919-5942 F: (443) 919-5946	Bob Porter Company, Inc. 7774 Woodbine Rd. Woodbine, MD. 21797 P: (410) 552-6210 F: (410) 552-6218

# **Volume I of III**

## SP 1-1 PROJECT DESCRIPTION

CONTRACT NO.: IC 2210-000-006/7R

TITLE: Installation of a New Single Bay Maintenance Facility

FACILITY: Intercounty Connector, West Operations Facility

LOCATION: Montgomery County

ADVERTISED: March 17, 2009

TYPE OF BID: This is a 2-step Invitation for Bid ("IFB")

PRE-BID MEETING: **10:00 a.m., March 24, 2009** in the Conference Room at the Maryland Transportation Authority, 300 Authority Drive, 1st Floor, Engineering Building, Baltimore, MD 21222

PROJECT CONTACT: Project Manager: Mr. William Kirk (410) 537-7813  
Contract Administration: Ms. Maggie Johnson (410) 537-7807

BIDS DUE: **11:00 a.m., April 9, 2009** in the Bid Box on the 1<sup>st</sup> floor of the Maryland Transportation Authority, Engineering Building, 300 Authority Drive, Baltimore, MD 21222

PUBLIC BID OPENING: **10:00 a.m., April 10, 2009** in the first floor conference room of the Maryland Transportation Authority, Engineering Building, 300 Authority Drive, MD 21222

CLASSIFICATION: Class – E (\$2,500,001 – \$5,000,000)

CONTRACT TIME: Two Hundred Seventy (270) Calendar Days

LIQUIDATED DAMAGES: **\$750.00 per Calendar Day**

MINIMUM MBE GOALS: Overall 30%  
Women owned businesses 7%  
African-American owned businesses 15%

BID DOCUMENTS: **\$50.00** - Bid documents can be purchased between 7:30am and 3:30pm, Mondays, Wednesdays, Thursdays and Fridays and between 10:00am and 4:00pm on Tuesdays at the Ticket Office located at the Francis Scott Key Bridge, Maryland Transportation Authority, Administration Building, 303 Authority Drive, Baltimore, MD 21222.

## SECTION 01 21 50 - INCENTIVE

### PART 1 - GENERAL

#### 1.01 RELATED SECTIONS

- A. Special Provisions: Contract Time and Bonding

#### 1.02 PURPOSE

- A. This Contract incentive is included to compensate the Contractor for completion of the project prior to the established contract duration of 270 calendar days. The intent is to provide the Owner with beneficial use and occupancy of the entire facility as early as practical to allow sufficient time to begin start up operations in preparation for the September 2010 opening of the Intercounty Connector, Contract A ( I-370 to MD97) to traffic and toll collection.

#### 1.03 START UP

- A. NTP is expected to be issued within two weeks of the executed contract.
- B. The Contract Time shall include all required submittals, material acquisitions and installation of all components as stipulated in this contract.

### PART 2 - PRODUCTS (This section not used)

### PART 3 - EXECUTION (This section not used)

### PART 4 - MEASUREMENT

#### 4.01 MEASUREMENT

- A. Measurement will be on a per day basis.
- B. Measurement will be based on the number of calendar days the contract is completed prior to the end of the Contract duration.

#### 4.02 REQUIREMENTS

- A. Contractor must have finished the project through substantial completion and submitted a list of punchlist items agreed to by the Resident Engineer.

- B. The Contractor must have completed and provided to the Resident Engineer signed Beneficial Use and Occupancy Permits from all appropriate state and local authorities.
- C. All major components must be installed and working to the complete satisfaction of the Resident Engineer and in accordance with the manufacturer's requirements. All product warranties, guarantees, and owner operating manuals shall be submitted.
- D. Contractor must at all times after substantial completion maintain full access to all buildings and on site parking.
- E. The contractor will not be permitted to store equipment or materials on adjacent property or along Crabbs Branch Way.

#### 4.03 METHOD OF MEASUREMENT

- A. This item will not be measured for payment within the base bid price.

### PART 5 - PAYMENT

#### 5.01 PAYMENT

- A. Compensation will be two thousand dollars and no cents (\$2,000.00) per calendar day. Payment will be made on the final payment at project closeout.
- B. Maximum compensation will be 50 calendar days.

END OF SECTION

## SECTION 017419 - CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for the following:
  - 1. Recycling nonhazardous construction waste.
  - 2. Disposing of nonhazardous construction waste.
- B. Related Sections:
  - 1. Division 04 Section "Unit Masonry" for disposal requirements for masonry waste.
  - 2. Division 31 Section "Site Clearing" for disposition of waste resulting from site clearing and removal of above- and below-grade improvements.

#### 1.3 DEFINITIONS

- A. Construction Waste: Building and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.
- B. Demolition Waste: Building and site improvement materials resulting from demolition or selective demolition operations.
- C. Disposal: Removal off-site of demolition and construction waste and subsequent sale, recycling, reuse, or deposit in landfill or incinerator acceptable to authorities having jurisdiction.
- D. Recycle: Recovery of demolition or construction waste for subsequent processing in preparation for reuse.
- E. Salvage: Recovery of demolition or construction waste and subsequent sale or reuse in another facility.

- F. Salvage and Reuse: Recovery of demolition or construction waste and subsequent incorporation into the Work.

#### 1.4 PERFORMANCE REQUIREMENTS

- A. General: Achieve end-of-Project rates for salvage/recycling of 75 percent by weight of total non-hazardous solid waste generated by the Work. Practice efficient waste management in the use of materials in the course of the Work. Use all reasonable means to divert construction and demolition waste from landfills and incinerators. Facilitate recycling and salvage of materials, including, but not limited to, the following:

1. Construction Waste:

- a. Site-clearing waste.
- b. Masonry and CMU.
- c. Lumber.
- d. Wood sheet materials.
- e. Wood trim.
- f. Metals.
- g. Roofing.
- h. Insulation.
- i. Carpet and pad.
- j. Gypsum board.
- k. Piping.
- l. Electrical conduit.
- m. Packaging: Regardless of salvage/recycle goal indicated in paragraph above, salvage or recycle 100 percent of the following uncontaminated packaging materials:
  - 1) Paper.
  - 2) Cardboard.
  - 3) Boxes.

- 4) Plastic sheet and film.
- 5) Polystyrene packaging.
- 6) Wood crates.
- 7) Plastic pails.

#### 1.5 ACTION SUBMITTALS

- A. Waste Management Plan: Submit plan within 30 days of date established for the Notice to Proceed.

#### 1.6 INFORMATIONAL SUBMITTALS

- A. Waste Reduction Progress Reports: Concurrent with each Application for Payment, submit report. Use Form CWM-7 for construction waste. Include the following information:
  1. Material category.
  2. Generation point of waste.
  3. Total quantity of waste in tons.
  4. Quantity of waste salvaged, both estimated and actual in tons.
  5. Quantity of waste recycled, both estimated and actual in tons.
  6. Total quantity of waste recovered (salvaged plus recycled) in tons.
  7. Total quantity of waste recovered (salvaged plus recycled) as a percentage of total waste.
- B. Waste Reduction Calculations: Before request for Substantial Completion, submit calculated end-of-Project rates for salvage, recycling, and disposal as a percentage of total waste generated by the Work.
- C. Records of Donations: Indicate receipt and acceptance of salvageable waste donated to individuals and organizations. Indicate whether organization is tax exempt.
- D. Records of Sales: Indicate receipt and acceptance of salvageable waste sold to individuals and organizations. Indicate whether organization is tax exempt.



- E. Recycling and Processing Facility Records: Indicate receipt and acceptance of recyclable waste by recycling and processing facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.
- F. Landfill and Incinerator Disposal Records: Indicate receipt and acceptance of waste by landfills and incinerator facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.
- G. LEED Submittal: LEED letter template for Credit MR 2.1 and 2.2, signed by Contractor, tabulating total waste material, quantities diverted and means by which it is diverted, and statement that requirements for the credit have been met.
- H. Qualification Data: For waste management coordinator.

#### 1.7 QUALITY ASSURANCE

- A. Waste Management Coordinator Qualifications: Experienced firm, with a record of successful waste management coordination of Projects with similar requirements.
- B. Regulatory Requirements: Comply with hauling and disposal regulations of authorities having jurisdiction.
- C. Waste Management Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination." Review methods and procedures related to waste management including, but not limited to, the following:
  - 1. Review and discuss waste management plan including responsibilities of waste management coordinator.
  - 2. Review requirements for documenting quantities of each type of waste and its disposition.
  - 3. Review and finalize procedures for materials separation and verify availability of containers and bins needed to avoid delays.
  - 4. Review procedures for periodic waste collection and transportation to recycling and disposal facilities.
  - 5. Review waste management requirements for each trade.

#### 1.8 WASTE MANAGEMENT PLAN

- A. General: Develop a waste management plan according to ASTM E 1609 and requirements of this Section. Plan shall consist of waste identification, waste reduction

- work plan, and cost/revenue analysis. Indicate quantities by weight or volume, but use same units of measure throughout waste management plan.
- B. Waste Identification: Indicate anticipated types and quantities of site-clearing and construction waste generated by the Work. Use Form CWM-1 for construction waste. Include estimated quantities and assumptions for estimates.
- C. Waste Reduction Work Plan: List each type of waste and whether it will be salvaged, recycled, or disposed of in landfill or incinerator. Use Form CWM-3 for construction waste. Include points of waste generation, total quantity of each type of waste, quantity for each means of recovery, and handling and transportation procedures.
1. Salvaged Materials for Reuse: For materials that will be salvaged and reused in this Project, describe methods for preparing salvaged materials before incorporation into the Work.
  2. Salvaged Materials for Sale: For materials that will be sold to individuals and organizations, include list of their names, addresses, and telephone numbers.
  3. Salvaged Materials for Donation: For materials that will be donated to individuals and organizations, include list of their names, addresses, and telephone numbers.
  4. Recycled Materials: Include list of local receivers and processors and type of recycled materials each will accept. Include names, addresses, and telephone numbers.
  5. Disposed Materials: Indicate how and where materials will be disposed of. Include name, address, and telephone number of each landfill and incinerator facility.
  6. Handling and Transportation Procedures: Include method that will be used for separating recyclable waste including sizes of containers, container labeling, and designated location on Project site where materials separation will be located.
- D. Cost/Revenue Analysis: Indicate total cost of waste disposal as if there was no waste management plan and net additional cost or net savings resulting from implementing waste management plan. Use Form CWM-5 for construction waste. Include the following:
1. Total quantity of waste.
  2. Estimated cost of disposal (cost per unit). Include hauling and tipping fees and cost of collection containers for each type of waste.
  3. Total cost of disposal (with no waste management).

4. Revenue from salvaged materials.
5. Revenue from recycled materials.
6. Savings in hauling and tipping fees by donating materials.
7. Savings in hauling and tipping fees that are avoided.
8. Handling and transportation costs. Include cost of collection containers for each type of waste.
9. Net additional cost or net savings from waste management plan.

## PART 2 - PRODUCTS (Not Used)

## PART 3 - EXECUTION

### 3.1 PLAN IMPLEMENTATION

- A. General: Implement approved waste management plan. Provide handling, containers, storage, signage, transportation, and other items as required to implement waste management plan during the entire duration of the Contract.
  1. Comply with Division 01 Section "Temporary Facilities and Controls" for operation, termination, and removal requirements.
- B. Waste Management Coordinator: Engage a waste management coordinator to be responsible for implementing, monitoring, and reporting status of waste management work plan.
- C. Training: Train workers, subcontractors, and suppliers on proper waste management procedures, as appropriate for the Work occurring at Project site.
  1. Distribute waste management plan to everyone concerned within three days of submittal return.
  2. Distribute waste management plan to entities when they first begin work on-site. Review plan procedures and locations established for salvage, recycling, and disposal.

D. Site Access and Temporary Controls: Conduct waste management operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.

1. Designate and label specific areas on Project site necessary for separating materials that are to be salvaged, recycled, reused, donated, and sold.
2. Comply with Division 01 Section "Temporary Facilities and Controls" for controlling dust and dirt, environmental protection, and noise control.

### 3.2 RECYCLING CONSTRUCTION WASTE, GENERAL

- A. General: Recycle paper and beverage containers used by on-site workers.
- B. Recycling Incentives: Revenues, savings, rebates, tax credits, and other incentives received for recycling waste materials shall accrue to Contractor.
- C. Preparation of Waste: Prepare and maintain recyclable waste materials according to recycling or reuse facility requirements. Maintain materials free of dirt, adhesives, solvents, petroleum contamination, and other substances deleterious to the recycling process.
- D. Procedures: Separate recyclable waste from other waste materials, trash, and debris. Separate recyclable waste by type at Project site to the maximum extent practical according to approved construction waste management plan.
1. Provide appropriately marked containers or bins for controlling recyclable waste until they are removed from Project site. Include list of acceptable and unacceptable materials at each container and bin.
    - a. Inspect containers and bins for contamination and remove contaminated materials if found.
  2. Stockpile processed materials on-site without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water. Cover to prevent windblown dust.
  3. Stockpile materials away from construction area. Do not store within drip line of remaining trees.
  4. Store components off the ground and protect from the weather.
  5. Remove recyclable waste off Owner's property and transport to recycling receiver or processor.

### 3.3 RECYCLING CONSTRUCTION WASTE

#### A. Packaging:

1. Cardboard and Boxes: Break down packaging into flat sheets. Bundle and store in a dry location.
2. Polystyrene Packaging: Separate and bag materials.
3. Pallets: As much as possible, require deliveries using pallets to remove pallets from Project site. For pallets that remain on-site, break down pallets into component wood pieces and comply with requirements for recycling wood.
4. Crates: Break down crates into component wood pieces and comply with requirements for recycling wood.

#### B. Site-Clearing Wastes: Chip brush, branches, and trees on-site or at landfill facility.

1. Comply with requirements in Division 32 Section "Exterior Plants" for use of chipped organic waste as organic mulch.

#### C. Wood Materials:

1. Clean Cut-Offs of Lumber: Grind or chip into small pieces.
2. Clean Sawdust: Bag sawdust that does not contain painted or treated wood.
  - a. Comply with requirements in Division 32 Section "Exterior Plants." for use of clean sawdust as organic mulch.

#### D. Gypsum Board: Stack large clean pieces on wood pallets or in container and store in a dry location.

### 3.4 DISPOSAL OF WASTE

#### A. General: Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.

1. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.

#### B. Burning: Do not burn waste materials.

- C. Disposal: Transport waste materials off Owner's property and legally dispose of them.

### 3.5 ATTACHMENTS

- A. Form CWM-1 for construction waste identification.
- B. Form CWM-3 for construction waste reduction work plan.
- C. Form CWM-5 cost/revenue analysis of construction waste reduction work plan.
- D. Form CWM-7 for construction waste

END OF SECTION 017419

Copyright 2008 by The American Institute of Architects (AIA)  
Exclusively published and distributed by Architectural Computer Services, Inc. (ARCOM) for the AIA

FORM CWM-1: CONSTRUCTION WASTE IDENTIFICATION							
MATERIAL CATEGORY	GENERATION POINT	EST. QUANTITY OF MATERIALS RECEIVED* (A)	EST. WASTE - % (B)	TOTAL EST. QUANTITY OF WASTE* (C = A x B)	EST. VOLUME CY (CM)	EST. WEIGHT TONS (TONNES)	REMARKS AND ASSUMPTIONS
Packaging: Cardboard							
Packaging: Boxes							
Packaging: Plastic Sheet or Film							
Packaging: Polystyrene							
Packaging: Pallets or Skids							
Packaging: Crates							
Packaging: Paint Cans							
Packaging: Plastic Pails							
Site-Clearing Waste							
Masonry or CMU							
Lumber: Cut-Offs							
Lumber: Warped Pieces							
Plywood or OSB (scraps)							
Wood Forms							
Wood Waste Chutes							
Wood Trim (cut-offs)							
Metals							
Insulation							
Roofing							
Joint Sealant Tubes							
Gypsum Board (scraps)							
Carpet and Pad (scraps)							
Piping							
Electrical Conduit							
Other:							

\* Insert units of measure.

Copyright 2008 by The American Institute of Architects (AIA)  
Exclusively published and distributed by Architectural Computer Services, Inc. (ARCOM) for the AIA

FORM CWM-3: CONSTRUCTION WASTE REDUCTION WORK PLAN						
MATERIAL CATEGORY	GENERATION POINT	TOTAL EST. QUANTITY OF WASTE TONS (TONNES)	DISPOSAL METHOD AND QUANTITY			HANDLING AND TRANSPORTATION PROCEDURES
			EST. AMOUNT SALVAGED TONS (TONNES)	EST. AMOUNT RECYCLED TONS (TONNES)	EST. AMOUNT DISPOSED TO LANDFILL TONS (TONNES)	
Packaging: Cardboard						
Packaging: Boxes						
Packaging: Plastic Sheet or Film						
Packaging: Polystyrene						
Packaging: Pallets or Skids						
Packaging: Crates						
Packaging: Paint Cans						
Packaging: Plastic Pails						
Site-Clearing Waste						
Masonry or CMU						
Lumber: Cut-Offs						
Lumber: Warped Pieces						
Plywood or OSB (scraps)						
Wood Forms						
Wood Waste Chutes						
Wood Trim (cut-offs)						
Metals						
Insulation						
Roofing						
Joint Sealant Tubes						
Gypsum Board (scraps)						
Carpet and Pad (scraps)						
Piping						
Electrical Conduit						
Other:						



Copyright 2008 by The American Institute of Architects (AIA)  
Exclusively published and distributed by Architectural Computer Services, Inc. (ARCOM) for the AIA

FORM CWM-5: COST/REVENUE ANALYSIS OF CONSTRUCTION WASTE REDUCTION WORK PLAN								
MATERIALS	TOTAL QUANTITY OF MATERIALS (VOL. OR WEIGHT) (A)	EST. COST OF DISPOSAL (B)	TOTAL EST. COST OF DISPOSAL (C = A x B)	REVENUE FROM SALVAGED MATERIALS (D)	REVENUE FROM RECYCLED MATERIALS (E)	LANDFILL TIPPING FEES AVOIDED (F)	HANDLING AND TRANSPORTATION COSTS AVOIDED (G)	NET COST SAVINGS OF WORK PLAN (H = D+E+F+G)
Packaging: Cardboard								
Packaging: Boxes								
Packaging: Plastic Sheet or Film								
Packaging: Polystyrene								
Packaging: Pallets or Slids								
Packaging: Crates								
Packaging: Paint Cans								
Packaging: Plastic Pails								
Site-Clearing Waste								
Masonry or CMU								
Lumber: Cut-Offs								
Lumber: Warped Pieces								
Plywood or OSB (scraps)								
Wood Forms								
Wood Waste Chutes								
Wood Trim (cut-offs)								
Metals								
Insulation								
Roofing								
Joint Sealant Tubes								
Gypsum Board (scraps)								
Carpet and Pad (scraps)								
Piping								
Electrical Conduit								
Other:								

Copyright 2008 by The American Institute of Architects (AIA)  
Exclusively published and distributed by Architectural Computer Services, Inc. (ARCOM) for the AIA.

FORM CWM-7: CONSTRUCTION WASTE REDUCTION PROGRESS REPORT							
MATERIAL CATEGORY	GENERATION POINT	TOTAL QUANTITY OF WASTE TONS (TONNES) (A)	QUANTITY OF WASTE SALVAGED		QUANTITY OF WASTE RECYCLED		TOTAL QUANTITY OF WASTE RECOVERED TONS (TONNES) (D = B + C)
			ESTIMATED TONS (TONNES)	ACTUAL TONS (TONNES) (B)	ESTIMATED TONS (TONNES)	ACTUAL TONS (TONNES) (C)	
Packaging: Cardboard							
Packaging: Boxes							
Packaging: Plastic Sheet or Film							
Packaging: Polystyrene							
Packaging: Pallets or Skids							
Packaging: Crates							
Packaging: Paint Cans							
Packaging: Plastic Pails							
Site-Clearing Waste							
Masonry or CMU							
Lumber: Cut-Offs							
Lumber: Warped Pieces							
Plywood or OSB (scraps)							
Wood Forms							
Wood Waste Chutes							
Wood Trim (cut-offs)							
Metals							
Insulation							
Roofing							
Joint Sealant Tubes							
Gypsum Board (scraps)							
Carpet and Pad (scraps)							
Piping							
Electrical Conduit							
Other:							

## SECTION 06 40 23 - INTERIOR ARCHITECTURAL WOODWORK

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. This Section includes the following:

1. Plastic-laminate cabinets.
2. Plastic-laminate countertops.
3. Closet and utility shelving.
4. Shop finishing of interior woodwork.

- B. Related Sections include the following:

1. Division 06 Section "Rough Carpentry" for wood furring, blocking, shims, and hanging strips required for installing woodwork and concealed within other construction before woodwork installation.

#### 1.3 DEFINITIONS

- A. Interior architectural woodwork includes wood furring, blocking, shims, and hanging strips for installing woodwork items unless concealed within other construction before woodwork installation.

#### 1.4 SUBMITTALS

- A. Product Data: For panel products, high-pressure decorative laminate, adhesive for bonding plastic laminate, solid-surfacing material, fire-retardant-treated materials, cabinet hardware and accessories, and finishing materials and processes.

1. Include data for fire-retardant treatment from chemical treatment manufacturer and certification by treating plant that treated materials comply with requirements.
- B. Shop Drawings: Show location of each item, dimensioned plans and elevations, large-scale details, attachment devices, and other components.
  1. Show details full size.
  2. Show locations and sizes of furring, blocking, and hanging strips, including concealed blocking and reinforcement specified in other Sections.
  3. Show locations and sizes of cutouts and holes for plumbing fixtures, faucets, soap dispensers, and other items installed in architectural woodwork.
- C. Samples for Initial Selection:
  1. Plastic laminates.
- D. Samples for Verification:
  1. Plastic laminates, 8 by 10 inches, for each type, color, pattern, and surface finish, with 1 sample applied to core material and specified edge material applied to 1 edge.
  2. Corner pieces as follows:
    - a. Cabinet-front frame joints between stiles and rails, as well as exposed end pieces, 18 inches high by 18 inches wide by 6 inches deep.
    - b. Miter joints for standing trim.
  3. Exposed cabinet hardware and accessories, one unit for each type and finish.
- E. Woodwork Quality Standards Compliance Certificates: AWI Quality Certification Program certificates.

## 1.5 QUALITY ASSURANCE

- A. Fabricator Qualifications: Shop that employs skilled workers who custom-fabricate products similar to those required for this Project and whose products have a record of

successful in-service performance. Shop is a certified participant in AWI's Quality Certification Program.

- B. Installer Qualifications: Fabricator of products. Certified participant in AWI's Quality Certification Program.
- C. Source Limitations: Engage a qualified woodworking firm to assume undivided responsibility for production of interior architectural woodwork.
- D. Quality Standard: Unless otherwise indicated, comply with AWI's "Architectural Woodwork Quality Standards" for grades of interior architectural woodwork indicated for construction, finishes, installation, and other requirements.
  - 1. Provide AWI Quality Certification Program labels and certificates indicating that woodwork, including installation, complies with requirements of grades specified.
- E. Fire-Test-Response Characteristics: Where fire-retardant materials or products are indicated, provide materials and products with specified fire-test-response characteristics as determined by testing identical products per test method indicated by UL, ITS; or another testing and inspecting agency acceptable to authorities having jurisdiction. Identify with appropriate markings of applicable testing and inspecting agency in the form of separable paper label or, where required by authorities having jurisdiction, imprint on surfaces of materials that will be concealed from view after installation.
- F. Preinstallation Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination."

#### 1.6 DELIVERY, STORAGE, AND HANDLING

- A. Do not deliver woodwork until painting and similar operations that could damage woodwork have been completed in installation areas. If woodwork must be stored in other than installation areas, store only in areas where environmental conditions comply with requirements specified in "Project Conditions" Article.

#### 1.7 PROJECT CONDITIONS

- A. Environmental Limitations: Do not deliver or install woodwork until building is enclosed, wet work is complete, and HVAC system is operating and maintaining temperature and relative humidity at occupancy levels during the remainder of the construction period.

- B. Environmental Limitations: Do not deliver or install woodwork until building is enclosed, wet work is complete, and HVAC system is operating and maintaining temperature between 60 and 90 deg F and relative humidity between 43 and 70 percent during the remainder of the construction period.
- C. Field Measurements: Where woodwork is indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication, and indicate measurements on Shop Drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
  - 1. Locate concealed framing, blocking, and reinforcements that support woodwork by field measurements before being enclosed, and indicate measurements on Shop Drawings.
  - 2. Established Dimensions: Where field measurements cannot be made without delaying the Work, establish dimensions and proceed with fabricating woodwork without field measurements. Provide allowance for trimming at site, and coordinate construction to ensure that actual dimensions correspond to established dimensions.

## 1.8 COORDINATION

- A. Coordinate sizes and locations of framing, blocking, furring, reinforcements, and other related units of Work specified in other Sections to ensure that interior architectural woodwork can be supported and installed as indicated.
- B. Hardware Coordination: Distribute copies of approved hardware schedule specified in Division 08 Section "Door Hardware (Scheduled by Describing Products)" to fabricator of architectural woodwork; coordinate Shop Drawings and fabrication with hardware requirements.

## PART 2 - PRODUCTS

### 2.1 MATERIALS

- A. General: Provide materials that comply with requirements of AWI's quality standard for each type of woodwork and quality grade specified, unless otherwise indicated.
- B. Wood Products: Comply with the following:
  - 1. Hardboard: AHA A135.4.

2. Softwood Plywood: DOC PS 1, Medium Density Overlay.
- C. High-Pressure Decorative Laminate: NEMA LD 3, grades as indicated or, if not indicated, as required by woodwork quality standard.
1. Available Manufacturers: Subject to compliance with requirements, manufacturers offering high-pressure decorative laminates that may be incorporated into the Work include, but are not limited to, the following:
    - a. Formica Corporation.
    - b. Nevamar Company, LLC; Decorative Products Div.
    - c. Wilsonart International; Div. of Premark International, Inc.

## 2.2 FIRE-RETARDANT-TREATED MATERIALS

- A. General: Where fire-retardant-treated materials are indicated, use materials complying with requirements in this Article, that are acceptable to authorities having jurisdiction, and with fire-test-response characteristics specified.
1. Do not use treated materials that do not comply with requirements of referenced woodworking standard or that are warped, discolored, or otherwise defective.
  2. Use fire-retardant-treatment formulations that do not bleed through or otherwise adversely affect finishes. Do not use colorants to distinguish treated materials from untreated materials.
  3. Identify fire-retardant-treated materials with appropriate classification marking of UL, U.S. Testing, Timber Products Inspection, or another testing and inspecting agency acceptable to authorities having jurisdiction.
- B. Fire-Retardant-Treated Lumber and Plywood by Pressure Process: Comply with performance requirements of AWPAC20 (lumber) and AWPAC27 (plywood). Use the following treatment type:
1. Exterior Type: Organic-resin-based formulation thermally set in wood by kiln drying.
  2. Interior Type A: Low-hygroscopic formulation.

3. Mill lumber before treatment and implement special procedures during treatment and drying processes that prevent lumber from warping and developing discolorations from drying sticks or other causes, marring, and other defects affecting appearance of treated woodwork.
4. Kiln-dry materials before and after treatment to levels required for untreated materials.

## 2.3 CABINET HARDWARE AND ACCESSORIES

- A. General: Provide cabinet hardware and accessory materials associated with architectural cabinets, except for items specified in Division 08 Section "Door Hardware."
- B. Concealed Hinges (European Type): BHMA A156.9, B01602, 170 degrees of opening.
- C. Back-Mounted Pulls: BHMA A156.9, B02011.
- D. Wire Pulls: Back mounted, solid metal, 4 inches (100 mm) long, 5/16 inch (8 mm) in diameter.
- E. Shelf Rests: BHMA A156.9, B04013; metal, two-pin type with shelf hold-down clip.
- F. Drawer Slides: BHMA A156.9, B05091.
  1. Standard Duty (Grade 1, Grade 2, and Grade 3): Side mounted and extending under bottom edge of drawer; full-extension type; zinc-plated steel with polymer rollers.
- G. Grommets for Cable Passage through Countertops: 1-1/4-inch OD, black, molded-plastic grommets and matching plastic caps with slot for wire passage.
  1. Product: Subject to compliance with requirements, provide "OG series" by Doug Mockett & Company, Inc.
- H. Exposed Hardware Finishes: For exposed hardware, provide finish that complies with BHMA A156.18 for BHMA finish number indicated.
  1. Satin Chromium Plated: BHMA 626 for brass or bronze base; BHMA 652 for steel base.



- I. For concealed hardware, provide manufacturer's standard finish that complies with product class requirements in BHMA A156.9.

## 2.4 MISCELLANEOUS MATERIALS

- A. Furring, Blocking, Shims, and Hanging Strips: Fire-retardant-treated softwood lumber, kiln dried to less than 15 percent moisture content.
- B. Adhesives, General: Do not use adhesives that contain urea formaldehyde.
- C. VOC Limits for Installation Adhesives and Glues: Use installation adhesives that comply with the following limits for VOC content when calculated according to 40 CFR 59, Subpart D (EPA Method 24):
  1. Wood Glues: 30 g/L.
  2. Contact Adhesive: 250 g/L.
- D. Adhesive for Bonding Plastic Laminate: Contact cement.
  1. Adhesive for Bonding Edges: Hot-melt adhesive or adhesive specified above for faces.

## 2.5 FABRICATION, GENERAL

- A. Interior Woodwork Grade: Unless otherwise indicated, provide Custom-grade interior woodwork complying with referenced quality standard.
- B. Wood Moisture Content: Comply with requirements of referenced quality standard for wood moisture content in relation to ambient relative humidity during fabrication and in installation areas.
- C. Sand fire-retardant-treated wood lightly to remove raised grain on exposed surfaces before fabrication.
- D. Fabricate woodwork to dimensions, profiles, and details indicated. Ease edges to radius indicated for the following:
  1. Corners of Cabinets and Edges of Solid-Wood (Lumber) Members 3/4 Inch Thick or Less: 1/16 inch.

2. Edges of Rails and Similar Members More Than 3/4 Inch Thick: 1/8 inch.
  3. Corners of Cabinets and Edges of Solid-Wood (Lumber) Members and Rails: 1/16 inch.
- E. Complete fabrication, including assembly, finishing, and hardware application, to maximum extent possible before shipment to Project site. Disassemble components only as necessary for shipment and installation. Where necessary for fitting at site, provide ample allowance for scribing, trimming, and fitting.
1. Notify Architect seven days in advance of the dates and times woodwork fabrication will be complete.
  2. Trial fit assemblies at fabrication shop that cannot be shipped completely assembled. Install dowels, screws, bolted connectors, and other fastening devices that can be removed after trial fitting. Verify that various parts fit as intended and check measurements of assemblies against field measurements indicated on Shop Drawings before disassembling for shipment.
- F. Shop-cut openings to maximum extent possible to receive hardware, appliances, plumbing fixtures, electrical work, and similar items. Locate openings accurately and use templates or roughing-in diagrams to produce accurately sized and shaped openings. Sand edges of cutouts to remove splinters and burrs.
1. Seal edges of openings in countertops with a coat of varnish.

## 2.6 PLASTIC-LAMINATE CABINETS

- A. Grade: Custom.
- B. AWI Type of Cabinet Construction: Reveal overlay on face frame.
- C. Laminate Cladding for Exposed Surfaces: High-pressure decorative laminate complying with the following requirements:
1. Horizontal Surfaces Other Than Tops: Grade HGS.
  2. Postformed Surfaces: Grade HGP.
  3. Vertical Surfaces: Grade HGS.

4. Edges: Grade HGS.

D. Materials for Semiexposed Surfaces:

1. Surfaces Other Than Drawer Bodies: High-pressure decorative laminate, Grade VGS.
  - a. Edges of Plastic-Laminate Shelves: PVC tape, 0.018-inch minimum thickness, matching laminate in color, pattern, and finish.
  - b. For semiexposed backs of panels with exposed plastic-laminate surfaces, provide surface of high-pressure decorative laminate, Grade VGS.
2. Drawer Sides and Backs: Solid-hardwood lumber.
3. Drawer Bottoms: Hardwood plywood.

E. Concealed Backs of Panels with Exposed Plastic Laminate Surfaces: High-pressure decorative laminate, Grade BKL.

F. Colors, Patterns, and Finishes: Provide materials and products that result in colors and textures of exposed laminate surfaces complying with the following requirements:

1. As selected by Architect from laminate manufacturer's full range in the following categories:
  - a. Solid colors, matte finish.
  - b. Solid colors with core same color as surface, matte finish.
  - c. Wood grains, matte finish.
  - d. Patterns, matte finish.

G. Provide dust panels of 1/4-inch plywood or tempered hardboard above compartments and drawers, unless located directly under tops.

## 2.7 PLASTIC-LAMINATE COUNTERTOPS

A. Style: Postformed cored backsplash with square edge.

- B. Grade: Custom.
- C. High-Pressure Decorative Laminate Grade: HGS.
- D. Colors, Patterns, and Finishes: Provide materials and products that result in colors and textures of exposed laminate surfaces complying with the following requirements:
  - 1. As indicated by manufacturer's designations.
  - 2. Match Architect's sample.
  - 3. As selected by Architect from manufacturer's full range in the following categories:
    - a. Solid colors, matte finish.
    - b. Solid colors with core same color as surface, matte finish.
    - c. Wood grains, matte finish.
    - d. Patterns, matte finish.
- E. Grain Direction: Parallel to cabinet fronts.
- F. Edge Treatment: Same as laminate cladding on horizontal surfaces.
- G. Core Material: Particleboard or medium-density fiberboard.
- H. Core Material at Sinks: Particleboard made with exterior glue.
- I. Backer Sheet: Provide plastic-laminate backer sheet, Grade BKL, on underside of countertop substrate.
- J. Paper Backing: Provide paper backing on underside of countertop substrate.

## 2.8 CLOSET AND UTILITY SHELVE

- A. Grade: Custom.

- B. Shelf Material: 3/4-inch solid lumber or veneer-faced panel product with solid-lumber edge.
- C. Cleats: 3/4-inch solid lumber.
- D. Wood Species: Any closed-grain hardwood, eastern white pine, sugar pine, or western white pine.

## 2.9 SHOP FINISHING

- A. Grade: Provide finishes of same grades as items to be finished.
- B. General: Drawings indicate items that are required to be shop finished. Finish such items at fabrication shop as specified in this Section. Refer to Division 09 painting Sections for finishing architectural woodwork not indicated to be shop finished.
- C. Shop Priming: Shop apply the prime coat including backpriming, if any, for items specified to be field finished. Refer to Division 09 painting Sections for material and application requirements.
- D. Preparation for Finishing: Comply with referenced quality standard for sanding, filling countersunk fasteners, sealing concealed surfaces, and similar preparations for finishing architectural woodwork, as applicable to each unit of work.
  - 1. Backpriming: Apply one coat of sealer or primer, compatible with finish coats, to concealed surfaces of woodwork. Apply two coats to back of paneling and to end-grain surfaces. Concealed surfaces of plastic-laminate-clad woodwork do not require backpriming when surfaced with plastic laminate, backing paper, or thermoset decorative panels.

## PART 3 - EXECUTION

### 3.1 PREPARATION

- A. Before installation, condition woodwork to average prevailing humidity conditions in installation areas.
- B. Before installing architectural woodwork, examine shop-fabricated work for completion and complete work as required, including removal of packing and backpriming.

### 3.2 INSTALLATION

- A. Grade: Install woodwork to comply with requirements for the same grade specified in Part 2 for fabrication of type of woodwork involved.
- B. Assemble woodwork and complete fabrication at Project site to comply with requirements for fabrication in Part 2, to extent that it was not completed in the shop.
- C. Install woodwork level, plumb, true, and straight. Shim as required with concealed shims. Install level and plumb (including tops) to a tolerance of 1/8 inch in 96 inches.
- D. Scribe and cut woodwork to fit adjoining work, refinish cut surfaces, and repair damaged finish at cuts.
- E. Fire-Retardant-Treated Wood: Handle, store, and install fire-retardant-treated wood to comply with chemical treatment manufacturer's written instructions, including those for adhesives used to install woodwork.
- F. Anchor woodwork to anchors or blocking built in or directly attached to substrates. Secure with countersunk, concealed fasteners and blind nailing as required for complete installation. Use fine finishing nails or finishing screws for exposed fastening, countersunk and filled flush with woodwork and matching final finish if transparent finish is indicated.
- G. Cabinets: Install without distortion so doors and drawers fit openings properly and are accurately aligned. Adjust hardware to center doors and drawers in openings and to provide unencumbered operation. Complete installation of hardware and accessory items as indicated.
  - 1. Install cabinets with no more than 1/8 inch in 96-inch sag, bow, or other variation from a straight line.
  - 2. Fasten wall cabinets through back, near top and bottom, at ends and not more than 16 inches o.c. with No. 10 wafer-head sheet metal screws through metal backing or metal framing behind wall finish.
- H. Countertops: Anchor securely by screwing through corner blocks of base cabinets or other supports into underside of countertop.
  - 1. Install countertops with no more than 1/8 inch in 96-inch (3 mm in 2400-mm) sag, bow, or other variation from a straight line.

2. Calk space between backsplash and wall with sealant specified in Division 07 Section "Joint Sealants."

- I. Touch up finishing work specified in this Section after installation of woodwork. Fill nail holes with matching filler where exposed.
- J. Refer to Division 09 Sections for final finishing of installed architectural woodwork not indicated to be shop finished.

3.3 ADJUSTING AND CLEANING

- A. Repair damaged and defective woodwork, where possible, to eliminate functional and visual defects; where not possible to repair, replace woodwork. Adjust joinery for uniform appearance.
- B. Clean, lubricate, and adjust hardware.
- C. Clean woodwork on exposed and semiexposed surfaces. Touch up shop-applied finishes to restore damaged or soiled areas.

PART 4 – MEASUREMENT

4.1 METHOD OF MEASUREMENT

- A. Payment for the various "Structures" described herein will be made on a lump sum basis; therefore no measurement will be made.

PART 5 – PAYMENT

5.1 BASIS OF PAYMENT

- A. No separate payment will be made for work under this section. The cost of the work described in this section shall be included in the respective Lump Sum Bids under:

Item 011010-01 Western Facility Operations Building—per lump sum

Item 011010-02 Western Facility Police Building—per lump sum

Item 011010-03 Western Facility Fuel Island—per lump sum

Item 011010-04 Western Facility Salt Dome—per lump sum

Item 011010-05 Western Facility Storage Building—per lump sum

- B. Costs include all labor, materials, services, testing and equipment necessary to complete the work in every respect.

END OF SECTION 06 40 23



**Volume III of III**

Contract. The Authority has further established that, within this Contract goal, there shall be a sub-goal of a minimum of 15 percent participation by firms classified as African American-owned firms and a sub-goal of 7 percent participation by firms classified as Women-owned firms. A bidder may count toward its MBE goals expenditures for materials and supplies obtained from MBE regular dealers and/or manufactures provided that the MBE assume the actual and contractual responsibility for the provision of the materials and supplies. The bidder may count its entire expenditure to a MBE manufacturer (i.e., a supplier that produces goods from raw materials or substantially alters them before resale). The bidder may count sixty (60) percent of its expenditures to a MBE regular dealer, that is not a manufacturer, provided that the MBE supplier performs a commercially useful function in the supply process. The apparent low bidder shall submit to the Authority, within ten (10) working days after notification that it is the apparent low bidder, an acceptable Affirmative Action Plan for the utilization of Minority Business Enterprises in this Contract. The Contract will not be awarded without the bidder's Affirmative Action Plan being approved by the Authority.

The Affirmative Action Plan shall include as a minimum:

- a. The name of an employee designated as the bidder's Minority Business Liaison Officer.
- b. A complete Outreach Efforts Compliance Statement (Attachment C).
- c. A Subcontractor Project Participation Statement (Attachment D) completed and signed by the bidder and MBE for each business listed in the Schedule for Participation.
- d. When a bidder intends to attain the appropriate goal for minority business enterprise participation by use of a joint venture, the bidder shall submit a Joint Venture Disclosure Affidavit showing the extent of the MBE participation. If a bidder intends to use a joint venture as a subcontractor to meet its goal, the affidavit shall be submitted through the bidder by the proposed subcontractor and signed by all parties.
- e. When the proposed MBE participation does not meet the MBE Contract goals, information sufficient to demonstrate that the bidder has made good faith efforts to meet these goals shall be required.

## **2. Bidder's Request for Exception to the MBE Goal**

If the bidder is unable to secure from MBEs by subcontracting and/or by procurement of materials and/or services, commitments which at least equal the appropriate percent of the value of the prime Contract, the bidder shall request, in writing, waiver of the unmet portion of the goal in accordance with COMAR 21.11.03.11.

The waiver may be granted by the Executive Secretary. To obtain approval of a waiver, the bidder shall submit the following:

- a. A detailed statement of the efforts made to contact and negotiate with certified MBEs and if appropriate by certified MBE classification, including the names, addresses, dates, telephone numbers, and classification of certified MBEs contacted; and a

### CONTRACT TIME AND BONDING

#### IT IS FURTHER PROPOSED:

A) To do all "Extra Work" required to complete the work contemplated at unit prices or lump sums to be agreed upon in writing prior to starting such extra work. If unit prices or lump sums cannot be agreed upon, to perform such work on a "Force Account" basis, as provided by the General Provisions.

B) To begin work as specified in the "Notice to Proceed" and to prosecute said work so as to complete the contract within:

Two Hundred Seventy (270) Calendar Days

C) If the Bid submitted for this contract is \$100,000 or more, to furnish both a Payment Bond and also a Performance Bond in the full amount of Contract Award as security for the completion of the Contract, in accordance with the Plans, Specifications and Special Provisions. (Refer to **COMAR 21.07.02.10** for samples of forms.)

D) To guarantee that all work performed under this contract will be done in accordance with the Specifications and Special Provisions and in a good workmanlike manner and to guarantee to renew or repair any work which may be rejected due to defective materials or workmanship prior to final acceptance of the work.

E) To supply such additional information as may be required by the Specifications.

F) It is hereby acknowledged that liquidated damages in the amount of

Seven Hundred Fifty Dollars (\$750.00)/Calendar Day will be assessed for unauthorized extensions beyond the contracted time of completion.

**MDOT MBE FORM A**  
**STATE-FUNDED CONTRACTS (BIDS ONLY)**  
**CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT**  
**PAGE 1 OF 2**

This affidavit must be included with the bid. If the bidder fails to accurately complete and submit this affidavit as required, the bid shall be deemed not responsive.

In connection with the bid submitted in response to Solicitation No. \_\_\_\_\_, I affirm the following:

**1. MBE Participation (PLEASE CHECK ONLY ONE)**

☐ I have met the overall certified Minority Business Enterprise (MBE) participation goal of thirty percent (30%) and the subgoal of seven percent (7%) for Women-Owned MBE firms and the subgoal of fifteen percent (15%) for African-American Owned MBE firms. I agree that the MBE firms listed in the MBE Participation Schedule - Part 2 of the MDOT MBE Form B (State-Funded Contracts – Bids Only) will be used to accomplish the MBE participation goal and subgoals (if any) for this Contract for at least the dollar amounts set forth therein.

**OR**

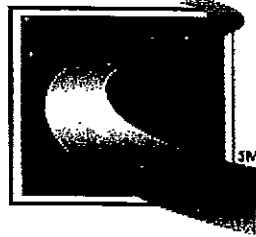
☐ I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver of the overall goal and/or subgoals. Within 10 business days of receiving notice that our firm is the apparent awardee or as requested by the Procurement Officer, I will submit a written waiver request and all required documentation in accordance with COMAR 21.11.03.11. I agree that the MBE firms listed in the MBE Participation Schedule - Part 2 of the MDOT MBE Form B (State-Funded Contracts – Bids Only) will be used to accomplish the MBE participation goal and subgoals (if any) for this Contract for at least the dollar amounts set forth therein.

**2. Additional MBE Documentation**

I understand that if I am notified that I am the apparent awardee or as requested by the Procurement Officer, I must submit the following documentation within 10 business days of receiving such notice:

- (a) Outreach Efforts Compliance Statement (MDOT MBE Form C - State-Funded Contracts – Bids Only);
- (b) Subcontractor Project Participation Statement (MDOT MBE Form D - State-Funded Contracts – Bids Only );
- (c) MBE Waiver Request documentation per COMAR 21.11.03.11 (if waiver was requested);
- and
- (d) Any other documentation required by the Procurement Officer to ascertain bidder's responsibility in connection with the certified MBE participation goal and subgoals, if any.

I acknowledge that if I fail to return each completed document (in 2 (a) through (d)) within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award.



Maryland  
Transportation  
Authority

# Minority Business Enterprise (MBE) Program Hand-out

Prepared by: Procurement & Statutory Program Compliance (PSPC)  
February 12, 2009

**MINORITY  
BUSINESS  
ENTERPRISE  
PROGRAM  
HIGHLIGHTS**

## Maryland Transportation Authority

### Minority Business Enterprise Program Highlights

For purposes of MBE contract goal attainment and MBE Contract Compliance, the following information highlights the Maryland Department of Transportation (MDOT) Program Requirements:

1. Any participating MBE must be certified by MDOT to perform the item(s) of work /service selected for contract goal attainment.
2. Any participating MBE must serve a commercially useful function and may not act like a broker, unless it is certified as a broker (insurance or real estate). A firm is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing and supervising the work involved and /or negotiates the cost of, arranges and accepts delivery of and pays for the materials or supplies required for the work of its contract. If, at any time before execution of the contract, the contractor determines that the designated MBE subcontractor has or will become unavailable, it immediately shall notify the Administration.
3. Any change in the approved MBE Plan must be approved in advance by the Administration and shall indicate the contractor's efforts to substitute another certified MBE subcontractor to perform the work.

4. Contract Goal Credits for Materials and Supplies.

- a. A bidder may count toward its MBE goal expenditures for materials and supplies obtained from certified business suppliers, provided that the certified businesses assume the actual and contractual responsibility for the provision of the materials and supplies. The bidder may count its entire expenditure to a certified business supplier that manufactures or produces goods from raw material or that substantially alters goods before resale. The bidder may count 60 percent of the expenditures to certified suppliers who are not manufactures towards its MBE goals. The MBE credited supplies may not exceed 60 percent of the credit given toward meeting the contract goal.
- b. Double Payee (Joint) checks to MBEs and suppliers for materials used by an MBE sub-contractor for its contracted work are allowable providing such a payment arrangement is offered to all subcontractor relationships and not restricted to just MBEs, and the MBE participates in scheduling the delivery of the materials and is fully responsible for ensuring that the materials meet specifications. However, when the contractor makes such payments, it is recommended that the payments be made by jointly endorsable checks signed by the contractor and MBE.
- c. For MBE firms that are not MBE regular dealers or manufacturers, a contractor may only count toward its MBE goal the fees charged for delivery of materials and supplies required on the job site (but not the cost of the materials and supplies themselves) when the trucking enterprise or delivery



service is not also the manufacturer of or regular dealer in the materials and supplies, provided that the fee is determined by the administration to be reasonable and not excessive as compared with fees customarily allowed for similar services.

5. Third Tier Subcontracting. Third Tier Contracting is not the usual way for a prime contractor to achieve a MBE goal. However, there may be rare occasions when third tier contracting would be acceptable. Two conditions must be met before approval of a third tier contracting arrangement, which may be entered into to meet a MBE goal:

- a. The Authority must be satisfied that there is no way except by third tier contracting that a MBE goal can be achieved;
- b. The prime contractor must request of the Authority, in writing, prior to the awarding of a contract, that approval be granted for each third tier contract arrangement. The request must contain the specifics as to why a third tier contracting arrangement is being requested to meet the MBE goal.

6. Waivers:

The Administration will strictly adhere to the requirement for documentation of any waiver requests as provided in COMAR. Accordingly, if, for any reason, a contractor is unable to achieve the contract goal or sub-goal MBE participation, it may request, in writing, an exception (waiver) to the goal with justification to include the following:

- a. A detailed statement of the efforts made to select portions of the work proposed to be performed by certified MBE (s);

b. A detailed statement of the efforts made to contract and negotiate with certified MBEs including:

- (i) The names, addresses, dates and telephone numbers of MBEs contacted; and
- (ii) A description of the information provided to MBEs regarding the plans, specifications and anticipated time schedule for portions of the work to be performed;
- (iii) As to each certified MBE that placed a subcontract quotation or offer that your company considers not to be acceptable, a detailed statement of the reasons for this conclusion; and
- (iv) A list of certified MBEs found to be unavailable. This list should be accompanied by a MBE Unavailability Certification (Form D-BEO-005) signed by the MBE, or a detailed statement from the contractor concerning the MBE's refusal to give the certification.

A waiver of a contract goal may be granted only upon a reasonable demonstration by the bidder or offeror that certified MBE participation was unable to be obtained or was unable to be obtained at a reasonable price and if the Administration determines that a waiver serves the public interest.

7. MBE Contract Compliance Monitoring ....MBE contract compliance monitoring commences upon official award of the contract and continues throughout the life of the contract. An assigned contract compliance officer will advise the contractor and all approved participating MBE subcontractors, in writing, of compliance requirements, monitoring activities and will request necessary records to establish

MBE contractor compliance. If a contractor or any participating MBE subcontractor is found to be in non-compliance with the terms of MDOT's MBE Program or with the State's MBE Law, and fails or refuses to take the corrective action required, administrative sanctions may be imposed in order to promote the purpose of MDOT's MBE Program. These may be, suspension of work, withholding payment, referral of the matter to the Office of the Attorney General for action, or any other action that is authorized under the contract or by State or federal laws.

8. Fraud Provisions

Bidders are advised that Section 14-308 of the MBE Law provides that a person may prosecuted for a felony for the following acts:

- a. Fraudulently obtaining, holding or attempting to obtain or hold MBE certification;
- b. Aiding another person in fraudulently obtaining, holding or attempting to obtain or hold MBE certification;
- c. Willfully obstructing, impeding, or attempting to obstruct or impede a State official or employee or employee investigating the qualifications of a business entity that has requested certification;
- d. Fraudulently obtaining, attempting to obtain, or aiding another person in fraudulently obtaining or attempting to obtain, public monies to which the person is not entitled; or
- e. In any minority business enterprise matter administered under subtitle 14:
  - (i) Willfully falsify, conceal, or cover up a material fact by any scheme or device;

- (ii) Make a false or fraudulent statement or representation; or
- (iii) Use a false writing or document that the person knows to contain a false statement or entry

Persons found guilty of violating these provisions are guilty of a felony and on conviction are subject to a fine not exceeding \$ 20,000 or imprisonment not exceeding five years, or both. Persons convicted under Section 14-308 may also be debarred from performing on State contracts by the Board of Public Works ("Board") for a period of time determined to be appropriate by the Board under the circumstances.

9. MBE Contract Support

Personnel of the Maryland Department of Transportation, its Administrations and the Authority offer contractor practicable support for MBE contract goal attainment. This assistance is available from Monday through Friday during normal business hours by calling 410-865-1269. Examples of MDOT Program assistance include:

**To Majority Contractors**

- Identifying subcontract items for goal attainment
- Answering questions related to MBE Program requirements

**To Minority Contractors**

- Answering questions related to MBE Program requirements
- Providing information on required contract records
- Referral to designated consultants for assistance for business related problems

# **MDOT MBE FORMS**

## **A-D**

**MDOT MBE FORM A**  
**STATE-FUNDED CONTRACTS (BIDS ONLY)**  
**CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT**  
**PAGE 1 OF 2**

THIS AFFIDAVIT MUST BE INCLUDED WITH THE BID. IF THE BIDDER FAILS TO ACCURATELY  
COMPLETE AND SUBMIT THIS AFFIDAVIT AS REQUIRED, THE BID SHALL BE DEEMED NOT  
RESPONSIVE.

In connection with the bid submitted in response to Solicitation No. \_\_\_\_\_, I affirm the following:

**1. MBE Participation (PLEASE CHECK ONLY ONE)**

☐ I have met the overall certified Minority Business Enterprise (MBE) participation goal of \_\_\_\_\_ percent ( \_\_\_\_\_ %) and the subgoal of \_\_\_\_\_ percent ( \_\_\_\_\_ %) for Women-Owned MBE firms and the subgoal of \_\_\_\_\_ percent ( \_\_\_\_\_ %) for African-American Owned MBE firms. I agree that the MBE firms listed in the MBE Participation Schedule - Part 2 of the MDOT MBE Form B (State-Funded Contracts – Bids Only) will be used to accomplish the MBE participation goal and subgoals (if any) for this Contract for at least the dollar amounts set forth therein.

**OR**

☐ I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver of the overall goal and/or subgoals. Within 10 business days of receiving notice that our firm is the apparent awardee or as requested by the Procurement Officer, I will submit a written waiver request and all required documentation in accordance with COMAR 21.11.03.11. I agree that the MBE firms listed in the MBE Participation Schedule - Part 2 of the MDOT MBE Form B (State-Funded Contracts – Bids Only) will be used to accomplish the MBE participation goal and subgoals (if any) for this Contract for at least the dollar amounts set forth therein.

**2. Additional MBE Documentation**

I understand that if I am notified that I am the apparent awardee or as requested by the Procurement Officer, I must submit the following documentation within 10 business days of receiving such notice:

- (a) Outreach Efforts Compliance Statement (MDOT MBE Form C - State-Funded Contracts – Bids Only);
- (b) Subcontractor Project Participation Statement (MDOT MBE Form D - State-Funded Contracts – Bids Only );
- (c) MBE Waiver Request documentation per COMAR 21.11.03.11 (if waiver was requested); and
- (d) Any other documentation required by the Procurement Officer to ascertain bidder's responsibility in connection with the certified MBE participation goal and subgoals, if any.

I acknowledge that if I fail to return each completed document (in 2 (a) through (d)) within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award.

**MDOT MBE FORM A**  
**STATE-FUNDED CONTRACTS (BIDS ONLY)**  
**CERTIFIED MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT**  
**PAGE 2 OF 2**

**3. Information Provided to MBE firms**

In the solicitation of subcontract quotations or offers, MBE firms were provided not less than the same information and amount of time to respond as were non-MBE firms.

I solemnly affirm under the penalties of perjury that the information in this affidavit is true to the best of my knowledge, information and belief.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Date

**MDOT MBE FORM B**  
**STATE-FUNDED CONTRACTS (BIDS ONLY)**  
**MBE PARTICIPATION SCHEDULE**

**PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE**

**PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID. IF THE BIDDER FAILS TO ACCURATELY  
COMPLETE AND SUBMIT PARTS 2 AND 3 WITH THE BID AS REQUIRED, THE BID SHALL BE DEEMED  
NOT RESPONSIVE.**

PAGE 1 OF 2

**\*\*\* STOP \*\*\***

**FORM INSTRUCTIONS**  
**PLEASE READ BEFORE COMPLETING THIS FORM**

1. Please refer to the Maryland Department of Transportation (MDOT) MBE Directory at [www.mdot.state.md.us](http://www.mdot.state.md.us) to determine if a firm is certified for the appropriate North American Industry Classification System ("NAICS") Code and the product/services description (specific product that a firm is certified to provide or specific areas of work that a firm is certified to perform). For more general information about NAICS, please visit [www.naics.com](http://www.naics.com). Only those specific products and/or services for which a firm is certified in the MDOT Directory can be used for purposes of achieving the MBE participation goals.
2. In order to be counted for purposes of achieving the MBE participation goals, the firm must be certified for that specific NAICS ("MBE" for State-funded projects designation after NAICS Code). **WARNING:** If the firm's NAICS Code is in graduated status, such services/products will not be counted for purposes of achieving the MBE participation goals. Graduated status is clearly identified in the MDOT Directory (such graduated codes are designated with the letter "G" after the appropriate NAICS Code).
3. Examining the NAICS Code is the first step in determining whether an MBE firm is certified and eligible to receive MBE participation credit for the specific products/services to be supplied or performed under the contract. The second step is to determine whether a firm's Products/Services Description in the MBE Directory includes the products to be supplied and/or services to be performed that are used to achieve the MBE participation goals.
4. If you have any questions as to whether a firm is certified to perform the specific services or provide specific products, please call MDOT's Office of Minority Business Enterprise at 1-800-544-6056 or via email at [mbe@mdot.state.md.us](mailto:mbe@mdot.state.md.us).
5. The Contractor's subcontractors are considered second-tier subcontractors. Third-tier contracting used to meet an MBE goal is to be considered the exception and not the rule. The following two conditions must be met before MDOT, its Modal Administrations and the Maryland Transportation Authority, may approve a third-tier contracting agreement: (a) the bidder must request in writing approval of each third-tier contract arrangement, and (b) the request must contain specifics as to why a third-tier contracting arrangement should be approved. These documents must be submitted with the bid in Part 2 of this MBE Participation Schedule.
6. For each MBE firm that is being used as supplier/wholesaler/regular dealer/broker/manufacturer, please follow these instructions for calculating the dollar amount of the subcontract for purposes of achieving the MBE participation goals:
  - A. Is the firm certified as a broker of the products/supplies? If the answer is YES, please continue to Item C. If the answer is NO, please continue to Item B.
  - B. Is the firm certified as a supplier, wholesaler, regular dealer, or manufacturer of such products/supplies? If the answer is YES, continue to Item D. If the answer is NO, continue to Item C only if the MBE firm is certified to perform trucking/hauling services under NAICS Codes 484110, 484121, 484122, 484210, 484220 and 484230. If the answer is NO and the firm is not certified under these NAICS Codes, then no MBE participation credit will be given for the supply of these products.
  - C. For purposes of achieving the MBE participation goal, you may count only the amount of any reasonable fee that the MBE firm will receive for the provision of such products/supplies - not the total subcontract amount or the value (or a percentage thereof) of such products and/or supplies. In Column

MDOT-OP 013-2 (11/08)



**MDOT MBE FORM B**  
**STATE-FUNDED CONTRACTS (BIDS ONLY)**  
**MBE PARTICIPATION SCHEDULE**

**PART 1 – INSTRUCTIONS FOR MBE PARTICIPATION SCHEDULE**

PAGE 2 OF 2

5 of the MBE Participation Schedule, please state the amount of any reasonable fee that the MBE firm will receive for the provision of such products/services in Section 5.3.

- D. Is the firm certified as a manufacturer (refer to the firm's NAICS Code and specific description of products/services) of the products/supplies to be provided? If the answer is NO, please continue to Item E. If the answer is YES, for purposes of achieving the MBE participation goal, you may count the total amount of the subcontract. In Column 5 of the MBE Participation Schedule, please state the total amount of the subcontract in Section 5.1.
- E. Is the firm certified as a supplier, wholesaler and/or regular dealer? If the answer is YES (i) if the MBE firm is furnishing and installing the materials and is certified to perform these services, please include in Section 5.1 the total value of the subcontract amount (including full value of supplies); or (ii) if the firm is only being used as a supplier, wholesaler and/or regular dealer or is not certified to install the supplies/materials, for purposes of achieving the MBE participation goal, you may only count sixty percent (60%) of the value of the subcontract for these supplies/products (60% Rule). In Column 5, Section 5.2 of the MBE Participation Schedule, please state amount of the subcontract for these supplies/products only (not installation) and sixty percent (60%) of such value.
7. Cumulative credit given for the use of all MBE suppliers/wholesalers/regular dealers/brokers/manufacturers in the MBE Participation Schedule cannot exceed sixty percent (60%) of the entire MBE participation goal. For example, if your bid is \$100,000 and you have indicated that you will achieve \$25,000 in MBE Participation, the cumulative participation by MBE firms that are suppliers, manufacturers, wholesalers, brokers and regular dealers cannot exceed \$15,000 (or 60% of \$25,000).
8. **WARNING:** The percentage of MBE participation, computed using the dollar amounts in Column 5 for all of the MBE firms listed in Part 2, **MUST** at least equal the MBE participation goal and subgoals (if applicable) as set forth in MDOT MBE Form A – State-Funded Contracts (Bids Only) for this solicitation. If a bidder is unable to achieve the MBE participation goal and/or any subgoals (if applicable), then the bidder must request a waiver in Form A or the bid will be deemed not responsive. You may wish to use the Worksheet shown below to assist you in calculating the percentages and confirming that you have met the applicable MBE participation goal and subgoals (if any).

## WORKSHEET

Total African American-Owned Firm Participation Amount \$ \_\_\_\_\_

(Add amounts listed for African-American Owned Firms  
in Column 5 of MBE Participation Schedule)

Divide by Total Contract Amount  $\div$  \_\_\_\_\_

Percent African American-Owned Participation = \_\_\_\_\_ %

Total Women-Owned Firm Participation Amount \$ \_\_\_\_\_

(Add amounts listed for Women-Owned Firms  
in Column 5 of MBE Participation Schedule)

Divide by Total Contract Amount  $\div$  \_\_\_\_\_

Percent Women-Owned Firm Participation = \_\_\_\_\_ %

Total MBE Firm Participation Amount \$ \_\_\_\_\_

(Add amounts listed for all MBE Firms  
in Column 5 of MBE Participation Schedule)

Divide by Total Contract Amount  $\div$  \_\_\_\_\_

Percent Overall MBE Participation = \_\_\_\_\_ %

**MDOT MBE FORM B**  
**STATE-FUNDED CONTRACTS (BIDS ONLY)**  
**MBE PARTICIPATION SCHEDULE**

**PART 2 – MBE PARTICIPATION SCHEDULE**

PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID. IF THE BIDDER FAILS TO ACCURATELY  
COMPLETE AND SUBMIT

PARTS 2 AND 3 WITH THE BID AS REQUIRED, THE BID SHALL BE DEEMED NOT RESPONSIVE.

PAGE \_\_\_ OF \_\_\_

Prime Contractor	Project Description	Solicitation Number

LIST INFORMATION FOR EACH CERTIFIED MBE SUBCONTRACTOR USED TO ACHIEVE THE MBE PARTICIPATION GOAL

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
NAME OF MBE SUBCONTRACTOR AND TIER	CERTIFICATION NO. AND MBE CLASSIFICATION	TOTAL SUB-CONTRACT AMOUNT	NAICS CODE/S  NAICS Code/s of the specific products to be supplied or services to be performed by the MBE firm	Unless the bidder requested a waiver in MDOT MBE Form A – State Funded Contracts (Bids Only) for this solicitation, the cumulative MBE participation for all MBE firms listed herein must equal at least the MBE participation goal and subgoals set forth in Form A.  DOLLAR AMOUNT(S) FOR PURPOSES OF ACHIEVING THE MBE PARTICIPATION GOAL AND SUBGOALS. State the dollar amount of the products/services in Line 5.1 except for those services or products where the MBE firm is being used as a wholesaler, supplier, regular dealer, or broker. For those items of work where the MBE firm is being used as a supplier, wholesaler and/or regular dealer complete Line 5.2 using the 60% Rule. For those items of work where the MBE firm is being used as a broker, complete Line 5.3.
<input type="checkbox"/> Please check if MBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 5 of Part 1 - Instructions	Certification Number: _____  <input type="checkbox"/> Women-Owned <input type="checkbox"/> African American-Owned <input type="checkbox"/> Other MBE Classification	\$ _____		<b>5.1 SUBCONTRACT AMOUNT FOR PRODUCTS/SERVICES (EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS, REGULAR DEALERS AND BROKERS)</b>  \$ _____  <b>5.2 AMOUNT FOR ITEMS OF WORK WHERE THE MBE FIRM IS BEING USED AS SUPPLIERS, WHOLESALERS AND/OR REGULAR DEALERS) (PLEASE REFER TO SECTION 6(E) IN PART 1 - INSTRUCTIONS).</b>  Total value of Supplies/Products \$ _____  X 60% (60% Rule) = \$ _____  (amount for purposes of achieving the MBE Participation Goal and Subgoals).  <b>5.3 AMOUNT OF FEE WHERE MBE FIRM IS BEING USED AS BROKER (PLEASE REFER TO SECTION 6(C) IN PART 1 - INSTRUCTIONS).</b>  \$ _____

☐ Please check if Continuation Sheets are attached.

**PART 2 – MBE PARTICIPATION SCHEDULE**  
**CONTINUATION SHEET**  
**PAGE \_\_ OF \_\_**

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
				Unless the bidder requested a waiver in MDOT MBE Form A State Funded Contracts (Bids Only) for this solicitation, the cumulative MBE participation for all MBE firms listed herein must equal at least the MBE participation goal <u>and</u> subgoals set forth in Form A.
NAME OF MBE SUBCONTRACTOR AND TIER	CERTIFICATION NO. AND MBE CLASSIFICATION	TOTAL SUB-CONTRACT AMOUNT	NAICS CODE/S  NAICS Code/s of the specific products to be supplied or services to be performed by the MBE firm	DOLLAR AMOUNT(S) FOR PURPOSES OF ACHIEVING THE MBE PARTICIPATION GOAL. State the dollar amount of the products/services in Line 5.1 except for those services or products where the MBE firm is being used as a wholesaler, supplier, regular dealer, or broker. For those items of work where the MBE firm is being used as a supplier, wholesaler and/or regular dealer, complete Line 5.2 using the 60% Rule. For those items of work where the MBE firm is being used as a broker, complete Line 5.3.
<input type="checkbox"/> Please check if MBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 5 of Part 1 - Instructions	Certification Number: _____  <input type="checkbox"/> Women-Owned <input type="checkbox"/> African American-Owned <input type="checkbox"/> Other MBE Classification	\$		<b>5.1 SUBCONTRACT AMOUNT FOR PRODUCTS/SERVICES (EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS, REGULAR DEALERS AND BROKERS)</b>  \$ _____  <b>5.2 AMOUNT FOR ITEMS OF WORK WHERE THE MBE FIRM IS BEING USED AS SUPPLIERS, WHOLESALERS AND/OR REGULAR DEALERS) (PLEASE REFER TO SECTION 6(E) IN PART 1 - INSTRUCTIONS).</b> Total value of Supplies/Products \$ _____  X 60% (60% Rule) = \$ _____ (amount for purposes of achieving the MBE Participation Goal and Subgoals).  <b>5.3 AMOUNT OF FEE WHERE MBE FIRM IS BEING USED AS BROKER (PLEASE REFER TO SECTION 6(C) IN PART 1 - INSTRUCTIONS).</b>  \$ _____
<input type="checkbox"/> Please check if MBE firm is a third-tier contractor (if applicable). Please submit written documents in accordance with Section 5 of Part 1 - Instructions	Certification Number: _____  <input type="checkbox"/> Women-Owned <input type="checkbox"/> African American-Owned <input type="checkbox"/> Other MBE Classification	\$		<b>5.1 SUBCONTRACT AMOUNT FOR PRODUCTS/SERVICES (EXCLUDING PRODUCTS/SERVICES FROM SUPPLIERS, WHOLESALERS, REGULAR DEALERS AND BROKERS)</b>  \$ _____  <b>5.2 AMOUNT FOR ITEMS OF WORK WHERE THE MBE FIRM IS BEING USED AS SUPPLIERS, WHOLESALERS AND/OR REGULAR DEALERS) (PLEASE REFER TO SECTION 6(E) IN PART 1 - INSTRUCTIONS).</b> Total value of Supplies/Products \$ _____  X 60% (60% Rule) = \$ _____ (amount for purposes of achieving the MBE Participation Goal and Subgoals).  <b>5.3 AMOUNT OF FEE WHERE MBE FIRM IS BEING USED AS BROKER (PLEASE REFER TO SECTION 6(C) IN PART 1 - INSTRUCTIONS).</b> MDOT-OP 013-2 (11/08)  \$ _____

**MDOT MBE FORM B**  
**STATE-FUNDED CONTRACTS (BIDS ONLY)**  
**MBE PARTICIPATION SCHEDULE**

**PART 3 – CERTIFICATION FOR MBE PARTICIPATION SCHEDULE**

**PARTS 2 AND 3 MUST BE INCLUDED WITH THE BID. IF THE BIDDER FAILS TO ACCURATELY COMPLETE AND SUBMIT PARTS 2 AND 3 WITH THE BID AS REQUIRED, THE BID SHALL BE DEEMED NOT RESPONSIVE.**

I hereby affirm that I have reviewed the Products and Services Description (specific product that a firm is certified to provide or areas of work that a firm is certified to perform) set forth in the MDOT MBE Directory for each of the MBE firms listed in Part 2 of this MBE Form B for purposes of achieving the MBE participation goals and subgoals that were identified in the MBE Form A that I submitted with this solicitation, and that the MBE firms listed are only performing those products/services/areas of work for which they are certified. I also hereby affirm that I have read and understand the form instructions set forth in Part 1 of this MBE Form B.

I solemnly affirm under the penalties of perjury that the contents of Parts 2 and 3 of MDOT MBE Form B are true to the best of my knowledge, information and belief.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Date

# MDOT MBE FORM C

## STATE-FUNDED CONTRACTS (BIDS ONLY) OUTREACH EFFORTS COMPLIANCE STATEMENT

In conjunction with the bid submitted in response to Solicitation No. \_\_\_\_\_,  
I state the following:

1. Bidder took the following efforts to identify subcontracting opportunities in these specific work categories:

2. Attached to this form are copies of written solicitations (with bidding instructions) used to solicit certified MBE firms for these subcontract opportunities.

3. Bidder made the following attempts to personally contact the solicited MBE firms:

4. **Please Check One:**

☐ Bidder assisted MBE firms to fulfill or to seek waiver of bonding requirements. (DESCRIBE EFFORTS)

☐ This project does not involve bonding requirements.

5. **Please Check One:**

☐ Bidder did attend the pre-bid meeting/conference

☐ No pre-bid meeting/conference was held.

☐ Bidder did not attend the pre-bid meeting/conference

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

# MDOT MBE FORM D

## STATE-FUNDED CONTRACTS (BIDS ONLY)

### MBE SUBCONTRACTOR PROJECT PARTICIPATION AFFIDAVIT

IF THE BIDDER FAILS TO RETURN THIS AFFIDAVIT WITHIN THE REQUIRED TIME, THE PROCUREMENT OFFICER MAY DETERMINE THAT THE BIDDER IS NOT RESPONSIBLE AND THEREFORE NOT ELIGIBLE FOR CONTRACT AWARD. SUBMIT ONE FORM FOR EACH CERTIFIED MBE FIRM LISTED IN THE MBE PARTICIPATION SCHEDULE

Provided that \_\_\_\_\_ (Prime Contractor's Name) is awarded the State contract in conjunction with Solicitation No. \_\_\_\_\_, such Prime Contractor will enter into a contract with \_\_\_\_\_ (Subcontractor's Name) committing to participation by the MBE firm \_\_\_\_\_ (MBE Name) with MDOT Certification Number \_\_\_\_\_ (if subcontractor previously listed is also the MBE firm, please restate name and provide MBE Certification Number) will receive for at least \$ \_\_\_\_\_ (Total Subcontract Amount) for performing the following products/services for the Contract:

NAICS CODE	WORK ITEM, SPECIFICATION NUMBER, LINE ITEMS OR WORK CATEGORIES (IF APPLICABLE)	DESCRIPTION OF SPECIFIC PRODUCTS AND/OR SERVICES

I solemnly affirm under the penalties of perjury that the information provided in this MBE Subcontractor Project Participation Affidavit is true to the best of my knowledge, information and belief. I acknowledge that, for purposes of determining the accuracy of the information provided herein, the Procurement Officer may request additional information, including, without limitation, copies of the subcontract agreements and quotes.

PRIME CONTRACTOR	SUBCONTRACTOR (SECOND-TIER)	SUBCONTRACTOR (THIRD-TIER)
Signature of Representative: _____	Signature of Representative: _____	Signature of Representative: _____
Printed Name and Title: _____	Printed Name and Title: _____	Printed Name and Title: _____
Firm's Name: _____	Firm's Name: _____	Firm's Name: _____
Address: _____	Federal Identification Number: _____	Federal Identification Number: _____
	Address: _____	Address: _____
Telephone: _____		
Date: _____	Telephone: _____	Telephone: _____
	Date: _____	Date: _____

IF MBE FIRM IS A THIRD-TIER SUBCONTRACTOR, THIS FORM MUST ALSO BE EXECUTED BY THE SECOND-TIER SUBCONTRACTOR THAT HAS THE SUBCONTRACT AGREEMENT WITH THE MBE FIRM.

**ADDITIONAL  
INFORMATION FOR  
CONTRACTORS**



**Maryland Transportation Authority**  
**Minority Business Enterprise Program**  
**ADDITIONAL INFORMATION FOR PRIME**

**UTILIZATION REPORTS**

Monthly reports of payments and invoices to MBEs and non-MBEs should be sent to the MBE office by the 10<sup>th</sup> of the month. Double payee checks are prohibited except for purchase of supplies and materials.

**USE OF MBE BANKS**

It is the policy of MDOT to encourage its contractors to utilize certified DBE/MBE banks. The prime shall consider utilizing the services of minority owned banks. Most minority banks are full service corporations that can provide an array of financial services.

**RECORDS RETENTION**

As per the Special Provisions, records must be retained for a period of three years following completion of the contract work and available for inspection by MDOT and/or the Authority.

**SUBSTITUTION OF MBE SUBCONTRACTORS**

Any proposed changes to the approved MBE Plan must be submitted in writing to the Authority for approval prior to commencement of the work. Substitution or modification of it can only be accomplished with the approval of the Authority.

**ADMINISTRATIVE PROCEDURES FOR ENFORCEMENT**

Whenever the Authority believes the prime or any subcontractor may not be operating in compliance with the terms of the program provision, an investigation will be conducted and if it is determined that there is non-compliance, notification will be made of the steps, which will, in the judgment of the Authority, bring the contractor into compliance. If the contractor fails or refuses to take corrective action, a final report of non-compliance will be made and sanctions from suspension of work up to referral to the Attorney General's Office for review may be made.

**OPERATION GUARANTEED HELP**

This is a free service provided by MDOT for certified minority businesses that may need business assistance. Any of the MBEs on the project can call 1-800-544-6056 to talk to a business consultant.

**PROMPT PAYMENT TO SUBCONTRACTORS**

It is the policy of the State that a contractor shall promptly pay a subcontractor any undisputed amount that a subcontractor is entitled to under the contract for construction. This payment shall be made within ten (10) days of receiving a progress payment or final payment from the State. Undisputed amounts include the retainage on a contract.

**Maryland Transportation Authority  
Minority Business Enterprise Program  
ADDITIONAL INFORMATION FOR MBE SUBCONTRACTORS**

**MBE REPORT OF PAYMENTS RECEIVED**

By the 15<sup>th</sup> of each month the MBE should submit this document to the Authority's MBE Office. It should be submitted even if there are no payments for the month.

**PROMPT PAYMENT TO SUBCONTRACTORS**

It is the policy of the State that a contractor shall promptly pay a subcontractor any undisputed amount that a subcontractor is entitled to under the contract for construction. This payment shall be made within ten (10) days of receiving a progress payment or final payment from the State. Undisputed amounts include the retainage on a contract.

**RECORDS RETENTION**

Title 21 of the State Procurement Regulations, Subtitle 06 Contract Formation and Award, Chapter 5 Plant Inspection, Audit and Retention of Records, .03 Records Retention contains the following regulation: The contractor or subcontractor shall maintain books and records that relate to the cost or pricing data for 3 years from the date of final payment under the contract, unless a longer period is otherwise specified in the contract.

**FRAUD PROVISIONS**

Contractors are advised that State Finance and Procurement Article 14-308 covers prohibited acts and penalties for felony and misdemeanor offenses.

**STATE OF MARYLAND GOVERNOR'S OFFICE OF MINORITY AFFAIRS (GOMA)**

GOMA is the state's principal advocate for minority businesses. They provide assistance to minority business owners who are seeking state certification and state procurement opportunities. They also help minority business owners who believe they have been treated unfairly by a state agency or other entity.

This office provide referrals to agencies and other entities that have programs to assist minority business owners in getting the services they need to start, develop and

2/12/2009

grow. For more information regarding GOMA log on to [www.mdminoritybusiness.com](http://www.mdminoritybusiness.com), or by calling 410-767-8232.

#### ENTERPRENEUIAL DEVELOPMENT INSTITUTE (EDI)

EDI helps meet the education needs of small and minority businesses in construction and related business fields. The Maryland State Highway Administration's Equal Opportunity Office provides the services of the EDI. Centered at the University of Maryland Eastern Shore (UMES), EDI classes are held on weekends. A nominal fee of \$50.00 is charged for the classes and hotel accommodations. For schedule and registration information, contact the EDI Coordinator at (410) 651-6476.

#### MSBDFA BONDING AND CONTRACT FINANCING PROGRAM

The Maryland Small Business Development Financing Authority (MSBDFA) offers program through four programs: Contract Financing, Long Term Guaranty Program, Surety Bong Guaranty Program and Equity Participation Investment Program. They provide contract financing and surety bonding assistance to eligible firms to begin, continue and complete work on MDOT contracts. Firms bidding on MDOT contracts needing a bid, performance or payment bond or working capital can contact the office at (410) 333-4270.

#### PROFESSIONAL ASSISTANCE

An MBE firm certified by MDOT may request referral assistance in any area of business by calling the MBE Information Line, 1-800-544-6056 in the Office of Minority Business Enterprise.

#### THE STATE OF MARYLAND SMALL BUSINESS RESERVE PROGRAM

The State of Maryland Small Business Reserve Program is committed to the growth and success of small businesses. Since its inception, small businesses have been able to bid on State contracts without competing with larger, more established companies.

Designated state agencies are required to award a minimum of 10 percent of their units' total dollar value of goods, supplies, services, maintenance, construction, construction related, architectural service and engineering service contracts to small businesses. For more information regarding the Small Business Reserve Program log on to [www.smallbusinessreserve.maryland.gov](http://www.smallbusinessreserve.maryland.gov) , or by calling 410-767-4270.

**PROMPT PAYMENT  
TO  
SUBCONTRACTORS**

A. MARYLAND DEPARTMENT OF TRANSPORTATION POLICY  
STATEMENT  
PROMPT PAYMENT OF SUBCONTRACTORS

DISADVANTAGED/MINORITY BUSINESS ENTERPRISES

This policy is in accordance with Maryland State Law, codified at Md. Code Ann., State Finance and Procurement Article, §15-226, and 49 CFR, Part 26, 26.29(b)1-3.

It is the policy of the State that a contractor shall promptly pay a subcontractor any undisputed amount that a subcontractor is entitled to under a State procurement contract for construction. This payment shall be made within ten (10) days of receiving a progress payment or final payment from the State. "Undisputed amount" includes the retainage on a contract.

If a contractor withholds payment, the contractor shall:

1. Notify the subcontractor, in writing within the same ten (10) day time period, stating the reasons for payment being withheld,
2. Provide a copy of the notice to the procurement officer.

If a subcontractor does not receive payment within the required time period, the subcontractor may give written notice of non-payment to the procurement officer. The notice shall include:

1. The name of the contractor, the project under which the dispute exists and the amount in dispute,
2. Provide an itemized description on which the amount is based and
3. If known, provide an explanation for any payment dispute.

Within two (2) business days of receipt of written notice from a subcontractor, a MDOT Agency Representative shall verbally contact the contractor to determine if the amount is undisputed.

If the MDOT Agency Representative determines that all or some of the amount is undisputed, the representative shall instruct the contractor to pay the subcontractor the undisputed amount within three (3) business days. The MDOT Agency Representative shall verbally inform the subcontractor the results of discussions with the contractor. If the payment is not made, the subcontractor may report the non-payment to the procurement officer. As a result, the MDOT Agency Representative shall schedule a meeting of the agency project manager, the subcontractor and the contractor, as follows:

1. The time and location shall be selected by the agency representative,
2. The meeting shall be no later than ten (10) days after receiving notice from the subcontractor,
3. The meeting purpose is to establish the reasons for non-payment,
4. The agency representative shall require the parties to provide information necessary to evaluate the dispute,
5. If the agency representative determines the contractor is delinquent, further progress payments to the contractor may be withheld until the subcontractor is paid.

If the payment to the subcontractor is not made within seven (7) days after the agency representative determines that the contractor is delinquent, the agency representative shall schedule a second meeting on the dispute as follows:

1. The time and location shall be selected by the agency representative,
2. The meeting shall be no later than five (5) days after the close of the seven (7) day period.

After this second meeting, if the agency representative determines the contractor continues to be delinquent in subcontractor payments, he/she:

1. Shall order further payments to the contractor not be processed until payment is made to and verified with the subcontractor,
2. May order work under the contract be suspended based on the contractor's failure to meet contractual obligations under the contract,

3. May require the contractor to pay a penalty to the subcontractor, not to exceed \$ 100 per day, from the date that the payment was required, not to include any period that the agency representative determines that the subcontractor was not diligent in reporting non-payment to the procurement officer. The contractor or subcontractor may appeal the decision after the second meeting, noted above to the procurement officer. The contractor shall comply with the procurement officer's decision.

An act, failure to act or decision of the procurement officer or agency representative may not:

1. Affect the rights of the contracting parties under other provision of law, be used as evidence on the merits of a dispute between the agency and the contractor or the contractor and the subcontractor in any other proceeding or
2. Result in liability against or prejudice the rights of the agencies of the Maryland Department of Transportation.

A decision of a procurement officer or an agency representative designated by the procurement officer under this law is not subject to judicial review or the provision for bid protests and contract claims before the Board of Contract Appeals. This law shall be construed only prospectively and may not be applied or interpreted to have any effect on or application to any State procurement contract awarded before the effective date of this law, October 1, 1999.



## **GUIDE TO PROMPT PAYMENT FOR NON-CONSTRUCTION SUBCONTRACTORS**

August 2008

Prompt payment requirements already exist on State-funded construction contracts. Recently, prompt payment requirements became effective on all State-funded non-construction contracts in excess of \$25,000 by agencies that are members of the Governor's Cabinet.

### **What does the prompt payment directive mean to subcontractors?**

Subcontractors on contracts greater than \$25,000 can expect to receive payment for any undisputed amounts after the prime contractor has received a progress payment. Otherwise, a subcontractor can expect to receive written notice from the contractor as to why payment is being withheld.

### **What does the prompt payment directive mean to a Minority Business Enterprise (MBE) or Small Business Reserve (SBR) subcontractor?**

MBE and SBR subcontractors have the remedies as those described above. In addition, agencies must notify the Governor's Office of Minority Affairs (GOMA) of any complaint of non-payment of subcontractors with MBE or SBR status.

### **What are the responsibilities of the prime contractor?**

The prime contractor has the responsibility to:

- Pay a subcontractor an undisputed amount to which the subcontractor is entitled; OR
- Notify the subcontractor in writing and state the reason why payment is being withheld.
  - If payment is withheld, the prime contractor must provide a copy of the notice to the procurement officer.

### **What should I do if I am not being paid by the prime contractor?**

The subcontractor must notify the procurement officer. GOMA recommends that notice be given in writing. The notice will include:

- The name of the prime contractor from which payment has not been received;
- The project under which the dispute exists;
- The amount in dispute;
- An itemized description on which the amount is based; and
- If known, an explanation for any dispute concerning the payment not received.

### **Who should I contact at the agency?**

Subcontractors who have not received payment of any undisputed amount should contact the agency's chief procurement officer. Contact information for the Cabinet agencies' chief procurement officers can be found at the end of this document.

### **I've sent my written notice of non-payment to the procurement officer. What happens now?**

The procurement officer, or another agency representative, will contact the prime contractor to ascertain whether the amount withheld is an undisputed amount. If it is determined that part or the entire amount withheld is undisputed, the agency representative will instruct the prime contractor to pay the subcontractor the undisputed amount. The agency representative is to communicate to the subcontractor the results of the discussions with the prime contractor.



**Are there any penalties to the prime contractor for failure to pay subcontractors undisputed amounts?**

Yes. The State agency that issued the contract may, consistent with the contract terms:

- Withhold further payments to the prime contractor until payment to the subcontractor is verified;
- Suspend all or some of the contract work;
- Pay or otherwise cause payment of the undisputed amount to the subcontractor;
- Place a payment for an undisputed amount in an interest-bearing escrow account; or
- Take other or further actions as appropriate to resolve the withheld payment.

**What is an "undisputed amount"?**

An "undisputed amount" means an amount owed by a contractor to a subcontractor for which there is no good faith dispute. This includes any retainage withheld, and any amount withheld because of issues arising out of an agreement or occurrence unrelated to the agreement under which the amount is withheld.

**What agencies are members of the Governor's Cabinet?**

The 23 member agencies of the Governor's Cabinet and their chief procurement officers are:

Agency	Procurement Officer	Email
Aging	Ivey Gilliam	<a href="mailto:ilg@ooa.state.md.us">ilg@ooa.state.md.us</a>
Agriculture	Joe Harrington	<a href="mailto:harrinjm@mda.state.md.us">harrinjm@mda.state.md.us</a>
Budget and Management	Joel Lieberknight	<a href="mailto:jlieberkn@dbm.state.md.us">jlieberkn@dbm.state.md.us</a>
Business and Economic Development	Debi Chronister	<a href="mailto:dchronister@dbed.state.md.us">dchronister@dbed.state.md.us</a>
Disabilities	John Brennan	<a href="mailto:jbrennan@mdod.state.md.us">jbrennan@mdod.state.md.us</a>
Education	Albert Annan	<a href="mailto:aannan@mdse.state.md.us">aannan@mdse.state.md.us</a>
Environment	Mike Gallagher	<a href="mailto:mgallagher@mde.state.md.us">mgallagher@mde.state.md.us</a>
Executive Department	Jeremy Rosendale	<a href="mailto:jrosendale@gov.state.md.us">jrosendale@gov.state.md.us</a>
General Services	Michael Haifley	<a href="mailto:michael.haifley@dgs.state.md.us">michael.haifley@dgs.state.md.us</a>
Health and Mental Hygiene	Gary Goldberg	<a href="mailto:ggoldberg@dlnh.state.md.us">ggoldberg@dlnh.state.md.us</a>
Higher Education	G. Edward Ommert	<a href="mailto:commert@mhec.state.md.us">commert@mhec.state.md.us</a>
Housing and Community Development	Eleanor Kennedy	<a href="mailto:kennedy@mdhousing.org">kennedy@mdhousing.org</a>
Human Resources	Jane Bailey	<a href="mailto:jbailey@dhr.state.md.us">jbailey@dhr.state.md.us</a>
Information Technology	Sue Howells	<a href="mailto:Sue.Howells@doit.state.md.us">Sue.Howells@doit.state.md.us</a>
Juvenile Services	Marcus Filson	<a href="mailto:filsonm@djs.state.md.us">filsonm@djs.state.md.us</a>
Labor, Licensing, and Regulation	Latesa Thomas	<a href="mailto:lthomas@dlr.state.md.us">lthomas@dlr.state.md.us</a>
Military	Nancy Fabula Hevey	<a href="mailto:hevey@mdmildep.org">hevey@mdmildep.org</a>
Natural Resources	Diane Russell	<a href="mailto:drussell@dnr.state.md.us">drussell@dnr.state.md.us</a>
Planning	Samer Atiya	<a href="mailto:satiya@mdp.state.md.us">satiya@mdp.state.md.us</a>
Public Safety and Correctional Services	Behira J. Said-Pompey	<a href="mailto:BSaid-Pompey@dpscs.state.md.us">BSaid-Pompey@dpscs.state.md.us</a>
State Police	Jonathan Beam	<a href="mailto:jbeam@mdsp.org">jbeam@mdsp.org</a>
Transportation	Carmina Perez-Fowler	<a href="mailto:Cperez-fowler@mdot.state.md.us">Cperez-fowler@mdot.state.md.us</a>
Veterans Affairs	John Kearns	<a href="mailto:jkearns@mdva.state.md.us">jkearns@mdva.state.md.us</a>

**MBE COMPLIANCE  
CONTRACTOR  
NOTIFICATION**

**Maryland Transportation Authority  
MBE Office Contract Compliance  
Contractor Notification**

Prime/General contractors participating on Maryland Transportation Authority (MdTA) contracts must notify the MBE office of any changes to the approved MBE plan that was submitted. This includes all BWAs that increase or decrease the MBE goal approved for the contract. The notification must be in writing and include an updated MBE Plan to be submitted for review and the approval/denial process. The following is the minimum information that must be included:

A. Increase of the MBE over-all goal and/or sub-goal

1. MdTA Contract name and number
2. Name of Prime/General contractor
3. Reason for increase
4. MBE contractors name, address and contact information
5. Contract work items effected
6. Dollar value of the work items
7. New contract value
8. New MBE over-all goal and sub-goals

B. Decrease of the MBE over-all goal and/or sub-goal

1. MdTA Contract name and number
2. Name of Prime/General contractor
3. Reason for decrease
4. MBE contractors name, address and contact information
5. Contract work items effected
6. Dollar value of the work items
7. New contract value
8. New MBE over-all goal and sub-goals
9. Good Faith Effort (GFE) packet

Correspondence concerning the above will be sent directly to the Procurement Officer, who will ensure that the MBE Office receives the information for processing.

Two (2) complete copies of certified payrolls are to be delivered to the MdTA Project Inspector at the field office for all contractors employed on the project. One (1) complete copy is to be sent to the Commissioner of Labor & Industry. **No certified payrolls are to be mailed or delivered to the FSK Bridge.**

## **Maryland Transportation Authority Points of Contact**

Dave Ferrara  
Director of Construction  
Maryland Transportation Authority  
304 Authority Drive  
Baltimore, Maryland 21222  
[dferrara@mdta.state.md.us](mailto:dferrara@mdta.state.md.us)

Phone: (410) 537-7882  
Fax: (410) 537-7802

Meshelle M.V. Howard  
Chief, MBE Program  
2310 Broening Highway, Suit 150  
Baltimore, Maryland 21224  
[MHoward2@mdta.state.md.us](mailto:MHoward2@mdta.state.md.us)

Phone: (410) 537-1051  
Fax: (410) 537-1044

All other questions concerning MBE Compliance can be directed to the following compliance team.

Valencia Hainesworth  
MBE Field Compliance Supervisor  
410-537-5661  
[Vhainesworth2@mdta.state.md.us](mailto:Vhainesworth2@mdta.state.md.us)

**GOOD FAITH  
EFFORTS WAIVER  
CHECKLIST**

## **PRIME CONTRACTORS'** **GOOD FAITH EFFORTS/WAIVER CHECKLIST**

### **Prime Contractors who put Good Faith into action will:**

- ✓ Use direct solicitation, minority/women community organizations, contractors' groups, and local, state, and federal minority/women-owned business assistance offices to reach MBE's;
- ✓ Identify and assist firms that may need bonding, lines of credits, insurance, equipment, and other related issues; or assist firms that are not certified but could possibly serve on a contract and satisfy DBE/MBE goals by becoming certified;
- ✓ Identify clear sub-contractible work that will enable MBE's to compete;
- ✓ Provide the MBEs with proper information regarding the job; to include plans, specifications, and anticipated time schedule for portions of the work to be performed;
- ✓ Coordinate pre-bid meetings to inform MBEs of contracting and subcontracting opportunities;
- ✓ Advertise in general circulation, trade associations, and minority focused media concerning the subcontracting opportunities;
- ✓ Provide written notice to all certified MBEs who are certified in the work areas and have capabilities of the contract for which their participation is solicited (Contractor must allow a minimum of 10 days for the MBEs to respond to the written solicitation.); and
- ✓ Follow up on initial solicitations of interest by contacting MBEs to determine if the MBEs are interested (Contractor must detail the efforts showing names, addresses, dates, and telephone numbers of the certified MBEs contacted along with a description of information provided.)

### **Prime Contractors who have done the above and are submitting a waiver will:**

- ✓ Document everything listed above;
- ✓ As required by regulations provide a written request for a waiver;
- ✓ Provide detailed statements of efforts to achieve the goal; to include the name, address and telephone number of all DBE/MBEs contacted, as well as the date of contact;
- ✓ Provide a list of unavailable MBEs, including a Minority Contractor Unavailability Certification Form (Form D-005) signed by an owner or officer of each unavailable DBE/MBE (If the DBE/MBE refused to sign D-005, the contractor will should submit a statement regarding this refusal.);
- ✓ If the contractor deems a DBE/MBE to be unqualified and rejects the DBE/MBE, the contractor will provide written explanation of this decision (Contractor's reasoning must be based on a thorough investigation of MBE capabilities.);
- ✓ Provide evidence that the contractor tried to negotiate in good faith with interested MBEs;
- ✓ Demonstrate that certified MBE participation was unable to be obtained at a reasonable price or that public interest is best served by a waiver;
- ✓ Demonstrate a reasonable effort to meet the overall MBE goal with other MBE classifications if the request for a waiver is for a certain MBE classification within an overall MBE goal; and
- ✓ Provide evidence from prior projects showing that the contractor has previously successfully met or exceeded assigned MBE goals.

**MINORITY/  
DISADVANTAGED  
BUSINESS  
ENTERPRISES  
Good Faith Efforts  
Policy Statement**

MARYLAND DEPARTMENT OF TRANSPORTATION  
POLICY STATEMENT – GOOD FAITH EFFORTS  
April 22, 2004

MINORITY/DISADVANTAGED BUSINESS ENTERPRISES

It is the policy of the Maryland Department of Transportation (MDOT) that businesses owned by socially and economically disadvantaged person(s) shall have the maximum feasible opportunity to participate in the performance of contracts awarded by MDOT. The MDOT requires its contractors and subcontractors not to discriminate on the basis of race, color, religion, national origin, sex or disability in the award or performance of contracts. In support of this commitment, the MDOT has adopted the following Good Faith Efforts (GFE) Policy, which shall be applicable to all contracts awarded by the MDOT or its modal administrations.

In accordance with 49 CFR, Part 26, 53 and Md. Code Ann., State Fin. & Proc. Art., 14-302, the MDOT shall award a contract only to a bidder/offeror that makes GFE to meet the Minority Business Enterprise (MBE) or Disadvantaged Business Enterprise (DBE) contract goal. A determination that a bidder/offeror has made GFE shall only be made upon a determination by the MDOT that the bidder/offeror has shown that it:

- Has obtained enough MBE or DBE participation to meet the contract goal; or
- Has taken all necessary and reasonable steps to achieve the goal, which by their scope, intensity and appropriateness to the objective, could reasonably be expected to obtain sufficient MBE/DBE participation, even if they were ultimately unsuccessful.

The MDOT will make a fair and reasonable judgment whether a bidder/offeror who did not meet the goal made adequate GFEs. This policy expands the definition of GFE to allow greater flexibility to ensure DBE/MBE participation is obtained.

At a minimum, a statement of GFE submitted by the bidder/offeror shall include:

1. The name, address, and telephone number of all DBE/MBEs contacted, as well as the date of contact;
2. A description of the information provided to the contacted DBE/MBEs regarding the plans, specifications and anticipated time schedule for portions of the work to be performed;
3. As appropriate, a detailed statement of the reasons why a DBE/MBE quotation was considered unacceptable; and
4. As appropriate, a list of DBE/MBE contractors found to be unavailable. For DBE/MBE contractors that are unavailable, the bidder/offeror shall provide a Minority Contractor Unavailability Certificate Form (Form D-005) signed by an



owner or officer of the DBE/MBE. If a DBE/MBE refuses to sign the unavailability certificate, the bidder/offeror shall submit a statement indicating as such.

To aid in the determination of whether the bidder/offeror has shown GFE, the MDOT may also look at the percentage of DBE/MBE participation obtained by other bidders/offerors on the procurement.

In addition to the requirements above, the following is a list of outreach efforts that MDOT will consider as part of the bidder/offeror's GFE to obtain DBE/MBE participation. Bidders/offerors shall be encouraged to offer innovative GFE initiatives to demonstrate GFE. MDOT administrations have the flexibility to approve such innovative initiatives. The following list is illustrative only and not intended to be exhaustive.

In a GFE determination, MDOT administrations may consider any information provided by a bidder/offeror concerning the following outreach efforts:

1. The bidder/offeror's efforts to solicit through all reasonable and available means (e.g., attendance at pre-bid meetings, advertising and/or written notices) the interest of certified DBEs/MBEs that may have the capability to perform the work of the contract. The bidder/offeror should present evidence that it solicited this interest within adequate time to allow the DBEs/MBEs to respond to the solicitation. The bidder/offeror should also provide evidence that it took appropriate steps to follow up initial solicitations.
2. The bidder/offeror's selection of the work to be performed by DBEs/MBEs in order to increase the likelihood that the DBE/MBE contract goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate DBE/MBE participation, even when the prime contractor might otherwise prefer to perform these work items with its own forces.
3. The bidder/offeror's actions to provide interested DBEs/MBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.
4. The bidder/offeror's negotiations with DBE/MBEs
  - a. Negotiating in good faith with interested DBEs/MBEs. It is the bidder/offeror's responsibility to make a portion of the work available to DBE/MBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available DBE/MBE subcontractors and suppliers. Evidence of such negotiation shall include the names, addresses, and telephone numbers of DBEs/MBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and information as to why additional agreements could not be reached for DBEs/MBEs to perform the work.

- b. A bidder/offeror using good business judgment would consider a number of factors in negotiating with subcontractors, including DBE/MBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using DBEs/MBEs is not in itself sufficient reason for a bidder/offeror's failure to meet the contract DBE/MBE goal, as long as such costs are reasonable. Also, the ability or desire of a bidder/offeror to perform the work of a contract with its own organization does not relieve that bidder/offeror of the responsibility to make GFE to meet the contract goal. This policy does not require a prime contractor to accept a higher quote from a DBE/MBE if the price is excessive or unreasonable.
5. The bidder/offeror must provide sound reasons for rejecting a DBE/MBE as unqualified. Any rejection of a DBE/MBE as unqualified shall be based on a thorough investigation of its capabilities. The DBE/MBE's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example, union vs. non-union employees status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal.
6. The bidder/offeror's efforts to assist interested DBEs/MBEs in obtaining bonding, lines of credit, or insurance as required by the owner or contract.
7. The bidder/offeror's efforts, with prior written approval of the MDOT agency, to assist interested DBEs/MBEs to obtain necessary equipment, supplies, materials, or related assistance or services.
8. The bidder/offeror's effective use of the services of available minority/women community organizations; minority/women contractors' groups; local, state and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBE/MBE.
9. The bidder/offeror's efforts to identify and assist firms that are not certified but could possibly service on a contract and satisfy DBE/MBE goals if the firm were to be certified by the MDOT.
10. Evidence of the bidder/offeror's record of meeting or exceeding DBE/MBE participation goals on prior projects.

This policy applies to all MDOT contracts that contain a DBE/MBE participation goal. All MDOT personnel are responsible for implementing and adhering to this policy.

# **STRUCTURAL STEEL POLICY STATEMENT**

MARYLAND DEPARTMENT OF TRANSPORTATION  
POLICY STATEMENT – STRUCTURAL STEEL/LARGE SUPPLY ITEMS  
(Revised May 13, 2003)

MINORITY/DISADVANTAGED BUSINESS ENTERPRISES

The policy supercedes the Maryland Department of Transportation (MDOT) Structural Steel/Large Supply Items policy dated September 22, 1994.

MDOT and the Maryland Transportation Authority (MdTA) are committed to providing the maximum amount of contracting opportunities to certified Disadvantaged Business Enterprises (DBEs) and Minority Business Enterprises (MBEs). This policy statement affirms MDOT's efforts to maximize DBE/MBE participation on contracts to the greatest extent possible and applies to all contracts that contain a DBE/MBE goal.

The previous policy excluded Structural Steel as a sub-contractible item available for DBE/MBE participation since there were no structural steel manufacturers certified by MDOT. This exemption is no longer applicable since firms have now been certified under this category.

Structural steel as an item of supply may be included as a sub-contractible item for the setting of DBE/MBE goals on contracts.

In addition, structural steel as an item of supply may be used to obtain or count minority business participation credit under the DBE/MBE Program. The installation or erection of structural steel can be included as a sub-contractible item for goal setting, and as an item available for DBE/MBE participation.

The definition to be used for this policy is as follows:

The term structural steel refers to the steel elements of the structural steel frame that are essential to the support of the design loads for buildings and bridges, as well as the steel elements in tunnel linings.

Beyond this policy on structural steel, it is vitally important for each MDOT agency and MdTA to apply the provisions of the DBE/MBE program for furnishings and installing large supply items. This policy emphasizes that it is necessary for the DBE/MBE to have a necessary and useful role in the complete business transaction, and a role that is visible outside of the context of the DBE/MBE Program. The role of the firm cannot be a superfluous step to obtain credit for a DBE/MBE goal.

In order for a prime contractor to receive full credit for a large supply item being furnished by a DBE/MBE subcontractor as a "furnish and install" item of work, the DBE/MBE regulations require that the DBE/MBE firm must:

1. Initiate and negotiate the purchase of the steel and/or any large supply item;
2. Be invoiced directly for the cost; and
3. Assume complete responsibility and liability for the item.

To further assist the MDOT agencies in making determinations in this area, the following guidelines are put forth:

1. Count expenditures with DBE/MBEs for materials or supplies toward the goals as provided in the following:
  - a. If the materials or supplies are obtained from a DBE/MBE manufacturer, count 100 percent of the cost of the materials or supplies toward MBE goals.
  - b. For purposes of this policy, a manufacturer is a firm that operates or maintains a factory or establishment that produces on the premises the materials, supplies, articles, or equipment required under the contract and of the general character described by the specifications.
  - c. If the materials or supplies are purchased from a DBE/MBE regular dealer, count 60 percent of the cost of the materials or supplies toward MBE goals.
2. For purposes of this policy and in accordance with 49CFR25.55(e) and the Program Manual, a regular dealer is a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are brought, kept in stock, and regularly sold or leased to the public in the usual course of business.
3. To be a regular dealer, the first must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question.

A person may be a regular dealer in bulk items such as petroleum products, steel, cement, gravel, stone, or asphalt without owning, operating, or maintaining a place of business as provided above if the person both owns and operates distribution equipment for the products. Any supplementing of regular dealers' own distribution equipment shall be by a long-term lease agreement and not on an ad-hoc or contract-by-contract basis.

The Department's Contract Compliance Monitoring Procedures provide the necessary guidance on determining DBE/MBE credit on large supply items. There

are several compliance questions, which need to be answered prior to a prime contractor receiving full credit for a DBE/MBE furnish and install item. These questions should include:

1. Who was responsible for setting the dollar amount allotted for supplies on the forms detailing the subcontracted work?
2. How was the cost of supplies derived? Who negotiated the price?
3. Who is responsible for taking delivery of the materials?
4. Who issues the check to pay for the materials?
5. Who assumes contractual and legal responsibility for the materials?
6. Are the materials properly accounted for in the financial records of the subcontractor and not in the records of the prime contractor?

It should be made clear at the beginning of a contract that obtaining participation through the counting of large supply items must comply with the Department's regulations. This also extends to the amount of credit given for the supply items on each contract.

The burden rests on each administration to assess each individual contract prior to the approval of the DBE/MBE package and to monitor the contract closely for compliance. We must continually work to make sure this program brings real benefits to the minority business community.

**USING THE MDOT  
MBE/DBE  
DIRECTORY  
(Example)**



## MDOT Directory of Certified MBE and/or DBE firms

[BACK](#) | [EXIT](#)

### Terms of Use

The Minority Business Enterprise Directory is intended to be used as a guide for selecting certified Minority Business Enterprises to utilize on State and/or USDOT assisted contracts. Information in the directory should be verified with the Maryland Department of Transportation's Office of Minority Business Enterprise.

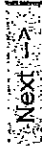
This web site and the information it contains are provided as a public service by the Maryland Department of Transportation (MDOT). The MDOT maintains this Minority Business Enterprise/Disadvantaged Business Enterprise (MBE/DBE) Directory for the purpose of providing a reference source of the firms certified by the MDOT as MBE/DBEs.

The MBE/DBE Directory lists certified firms in alphabetical order and also contains information on the specific products and/or services the firm is certified to provide. The MDOT makes no claims, promises, or guarantees regarding a certified MBE/DBE's competence or capability to perform. It is the responsibility of the user of the information provided here to make his/her own determination regarding the capability, competence, and/or limitations of a certified MBE/DBE firm.

The MDOT makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the contents of this web site and expressly disclaims liability for errors and omissions in the contents of this web site. No warranty of any kind is given with respect to the contents of this web site or any links to other web sites it may contain. Reference in this web site to any specific commercial product, process, or service, or the use of any trade or business name is for the information of the public and does not constitute an endorsement or recommendation by the MDOT.

Information presented on this web site is considered public information and may be copied and/or distributed. If there is a question concerning the validity of the information provided in this directory, contact the Maryland Department of Transportation's Office of Minority Business Enterprise. You may contact the office at (410) 865-1269 or (800) 544-6056.

Click this box to bypass this page on future visits and go straight to the directory.



# EXAMPLE





## MDOT Directory of Certified MBE and/or DBE firms

[BACK](#) | [EXIT](#)

### Using the Directory

Firms are certified per industry using the North American Industry Classification System (NAICS). Each assigned code is accompanied by a certification status designation.

Please be advised of the following definitions:

- The "MBE/DBE" designation indicates the firm is qualified for ANY State of Maryland Contract including USDOT assisted contracts of the MDOT; these include contracts let by the Maryland State Highway Administration, the Maryland Aviation Administration, and the Maryland Transit Administration.
- The "MBE ONLY" designation indicates the firm is qualified for State-only Funded Contracts and not USDOT assisted contracts of the MDOT.
- The "DBE ONLY" designation indicates the firm is qualified to participate only on USDOT assisted contracts of the MDOT.
- The "GRADUATED" designation indicates the firm has graduated in that particular NAICS Code for which it has been certified per Federal and State Regulations. The MBE remains certified but may not participate as a certified MBE/DBE on State and USDOT assisted contracts.

PLEASE NOTE: Effective October 1, 2000, the Small Business Administration established the use of the North American Industry Classification System (NAICS) Codes which replaced the Standard Industrial Classification (SIC) Codes. The Maryland Department of Transportation Office of Minority Business Enterprise has converted the SIC Codes to the NAICS Codes. Please contact the Office of Minority Business Enterprise if you have questions regarding any information on any firm listed in this Directory.

[Click here for information regarding NAICS size standards.](#)



# EXAMPLE



## MDOT Directory of Certified MBE and/or DBE firms

[BACK](#) | [EXIT](#)

### Searching the Database

The MBE/DBE directory is updated daily. There are currently 4,380 certified firms participating in the program. All search results display in a fixed format and are downloadable as an XLS file on the result page.

### Immediate Downloads (XLS files)

Download firms certified during the past calendar year. Download the entire directory.

### Custom Search

Select single or multiple data fields for which you will provide search criteria. For convenience, check all fields or clear all fields.

Minority Status	<input type="checkbox"/>
Firm Name	<input type="checkbox"/>
County (Maryland firms only)	<input type="checkbox"/>
Certification Number	<input type="checkbox"/>
Product or Service	<input type="checkbox"/>
NAICS Code	<input checked="" type="checkbox"/>
City	<input type="checkbox"/>
State	<input type="checkbox"/>
Street Address	<input type="checkbox"/>
Zip Code	<input type="checkbox"/>
Phone Number	<input type="checkbox"/>
Contact Name	<input type="checkbox"/>

[Next >](#)

# EXAMPLE



## MDOT Directory of Certified MBE and/or DBE firms

[BACK](#) | [EXIT](#)

### Custom Search

The system will search all 4,380 certified firms in the database. Separate keywords with single spaces. Fields left empty will not be searched and will have no effect on the result.

Field Name

Search Terms [\[clear all fields\]](#)

Search Context

NAICS code(s):  
[about NAICS codes](#)

561990				

[Find ALL of these codes](#)

[Search](#)

# EXAMPLE



## MDOT Directory of Certified MBE and/or DBE firms

[BACK](#) | [EXIT](#)

### Custom Search Results

This search returned 29 certified firms. Download this result set as an [XLS file](#).  
Click the firm name to view the complete firm profile or [click here](#) to show details for all firms.

Use [select mode](#) to make a custom list of firms based on this result set.

Firm Details	NAICS - Product and Service Description
21ST CENTURY EXPO GROUP, INC. 3321-P 75TH AVENUE LANDOVER, MD 20785 AFRICAN AMERICAN 96-208	493190-MBE/DBE, 541611-MBE/DBE, 561110-MBE/DBE, 561990-MBE/DBE BUSINESS SERVICES NEC; SPECIAL WAREHOUSING AND STORAGE; MANAGEMENT SERVICES; MANAGEMENT CONSULTING SERVICES.
ALL-SHRED, INC. 4831 WINCHESTER BOULEVARD FREDERICK, MD 21703 FEMALE 01-404	561990-MBE/DBE - ALL OTHER SUPPORT SERVICES SPECIFICALLY: DOCUMENT SHREDDING SERVICE--MOBILE AND ON SITE.
ANTIETAM ELECTRICAL CONTRACTORS, INC. P.O. BOX 316 WILLIAMSPORT, MD 21795 FEMALE 02-285	238210-MBE/DBE - ELECTRICAL CONTRACTORS AND OTHER WIRING INSTALLATION CONTRACTORS ELECTRICAL WORK (HIGHWAY LIGHTING AND ELECTRICAL SIGNAL CONSTRUCTION, INCLUDING VIDEO SPEED SENSORS, ROAD GRID SENSORS)
BRUMMELL DOES, LLC 10206 HINERS LANE EASTON, MD 21601 AFRICAN AMERICAN 08-056	561990-MBE/DBE - ALL OTHER SUPPORT SERVICES BUSINESS SERVICES, NEC (FLAGGING SERVICE)  561730-MBE/DBE - LANDSCAPING SERVICES (LAWN CARE AND MAINTENANCE)  561790-MBE/DBE - OTHER SERVICES TO BUILDINGS AND DWELLINGS
CONSTRUCTORS PLUS INCORPORATED 6606 NORTH POINT ROAD BALTIMORE, MD 21219 FEMALE 06-413	561990-MBE/DBE - ALL OTHER SUPPORT SERVICES (PRESSURE WASHING (OTHER SERVICES TO BUILDINGS AND DWELLINGS & FLAGGING, TRAFFIC CONTROL)  811192-MBE/DBE - CAR WASHES (AUTOMOTIVE DETAILING SERVICES (CLEANING AND POLISHING, ETC.)  237310-MBE/DBE - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION (SPECIFICALLY: SIGN ERECTION FOR HIGHWAYS, ROADS, STREETS, AND BRIDGES; FIBER OPTIC CABLE (EXCEPT TRANSMISSION LINES) INSTALLATION, HIGHWAY STREET AND BRIDGE LIGHTING AND ELECTRICAL SIGNAL INSTALLATION, LIGHTING SYSTEM INSTALLATION, AND TRAFFIC SIGNAL INSTALLATION FOR ROADS, STREETS, AND BRIDGES.

[http://mbe.md.state.md.us/directory/search\\_result.asp](http://mbe.md.state.md.us/directory/search_result.asp)

2/12/2009

## State of Maryland Minority Business Program

TRAFFIC LINE PAINT	3)
237310-MBE/DBE - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION	
238210-MBE/DBE - ELECTRICAL CONTRACTORS AND OTHER WIRING INSTALLATION CONTRACTORS	
561730-MBE/DBE - LANDSCAPING SERVICES (SPECIFICALLY: ORNAMENTAL SHRUB AND TREE SERVICE)	
561890-MBE/DBE - ALL OTHER SUPPORT SERVICES (SPECIFICALLY: TRAFFIC CONTROL)	
561990-MBE/DBE - ALL OTHER SUPPORT SERVICES (SPECIFICALLY: FLAGGING SERVICES, TRAFFIC CONTROL)	COUNCIL INDUSTRIES, INC. 6230 3RD STREET NW, #15 WASHINGTON, DC 20011 AFRICAN AMERICAN 03-161
484230-MBE/DBE - SPECIALIZED FREIGHT (EXCEPT USED GOODS) TRUCKING, LONG-DISTANCE SPECIFICALLY: RADIOPHARMACEUTICAL TRANSPORT AND DISPOSAL, LABORATORY ANIMAL TRANSPORT, INFECTION WASTE TRANSPORT, AND HAZARDOUS WASTE TRANSPORT	DEL-MED, INC. 100 WADE AVENUE SOUTH PLAINFIELD, NJ 07080-1309 AFRICAN AMERICAN 02-603
492110-MBE/DBE - COURIERS AND EXPRESS DELIVERY SERVICES SPECIFICALLY: LOCAL LETTER AND PARCEL DELIVERY SERVICES	
493110-MBE/DBE - GENERAL WAREHOUSING AND STORAGE SPECIFICALLY: WAREHOUSING AND STORAGE, GENERAL MERCHANDISE	
493120-MBE/DBE - REFRIGERATED WAREHOUSING AND STORAGE SPECIFICALLY: COLD STORAGE FACILITY	
541690-MBE/DBE - OTHER SCIENTIFIC AND TECHNICAL CONSULTING SERVICES SPECIFICALLY: BIOLOGICAL CONSULTING SERVICES	
561990-MBE/DBE - ALL OTHER SUPPORT SERVICES SPECIFICALLY: DOCUMENT SHREDDING SERVICES, PHARMACEUTICAL DESTRUCTION/DISPOSAL	
562112-MBE/DBE - HAZARDOUS WASTE COLLECTION SPECIFICALLY: RADIOPHARMACEUTICAL TRANSPORT AND DISPOSAL, LABORATORY ANIMAL TRANSPORT, INFECTION WASTE TRANSPORT, AND HAZARDOUS WASTE TRANSPORT	
562112-MBE/DBE - HAZARDOUS WASTE COLLECTION	
237310-MBE/DBE - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION SPECIFICALLY: PAVING AND GRADING (ASPHALT STREET, PARKING LOTS, DRIVEWAYS)	FINAL GRADE, LLC, THE 4420 E. EAGER STREET BALTIMORE, MD 21205 AFRICAN AMERICAN

2/12/2009

## State of Maryland Minority Business Program

03-136

423320-MBE/DBE - J.K. STONE, AND RELATED CONSTRUCTION MATERIAL MERCHANT WHOLESALERS  
SPECIFICALLY: MERCHANT WHOLESALERS

484110-MBE/DBE - GENERAL FREIGHT TRUCKING, LOCAL  
SPECIFICALLY: (HAULING OF SAND, GRAVEL, AND CRUSHED STONE);

561990-MBE/DBE - ALL OTHER SUPPORT SERVICES  
SPECIFICALLY: FLAGGING (I.E., TRAFFIC CONTROL) SERVICES

237210-MBE/DBE - LAND SUBDIVISION

FINANCIAL AND REALTY SERVICES, LLC/IFRS  
8455 COLESVILLE ROAD, SUITE 1225  
SILVER SPRING, MD 20910  
AFRICAN AMERICAN  
98-179

52292-MBE/DBE - REAL ESTATE CREDIT  
SPECIFICALLY: REAL ESTATE AGENTS AND MANAGERS, LAND SUBDIVIDERS AND DEVELOPERS,  
REAL ESTATE INVESTMENT TRUSTS,

524210-MBE/DBE - INSURANCE AGENCIES AND BROKERAGES

525930-MBE/DBE - REAL ESTATE INVESTMENT TRUSTS

531210-MBE/DBE - OFFICES OF REAL ESTATE AGENTS AND BROKERS

541330-MBE-ONLY - ENGINEERING SERVICES  
SPECIFICALLY: FOR FEDERAL CONTRACTS ONLY ENGINEERING SERVICES

541614-MBE/DBE - PROCESS, PHYSICAL DISTRIBUTION, AND LOGISTICS CONSULTING  
SERVICES

541720-MBE/DBE - RESEARCH AND DEVELOPMENT IN THE SOCIAL SCIENCES AND HUMANITIES  
SPECIFICALLY: COMM. ECONOMIC, SOCIOLOGICAL & EDUCATIONAL RESEARCH, MANAGEMENT  
SERVICES

561110-MBE/DBE - OFFICE ADMINISTRATIVE SERVICES  
SPECIFICALLY: BUSINESS SERVICES, NEC

561210-MBE/DBE - FACILITIES SUPPORT SERVICES

561990-MBE/DBE - ALL OTHER SUPPORT SERVICES

237310-MBE/DBE, 238990-MBE/DBE, 339950-MBE/DBE, 423390-MBE/DBE,  
561990-MBE/DBE

GRIFFIN SIGN, INC.  
464 N RANDOLPH AVE  
CINNAMINSON, NJ 08077-1539  
FEMALE  
02-389

TRAFFIC LANE PAINTING; CONSTRUCTION CONTRACTORS, BUSINESS SERVICES, NEC,  
(TRAFFIC CONTROL AND MAINTENANCE OF TRAFFIC, HIGHWAY SIGN PAINTING);  
GUARDRAIL/GUIDE RAIL CONSTRUCTION INSTALLATION; HIGHWAY, STREET, AND BRIDGE  
CONSTRUCTION (SPECIFICALLY, INSTALLATION OF IMPACT ATTENUATORS); SIGN ERECTION,  
HIGHWAY, ROADS, STREET OR BRIDGE (SPECIFICALLY NON-ELECTRICAL HIGHWAY SIGN  
INSTALLATION, SIGN STRUCTURES); CHAIN LINK FENCE INSTALLATION; SIGN MANUFACTURING  
(SPECIFICALLY NON-ELECTRICAL HIGHWAY SIGNS); OTHER CONSTRUCTION MATERIAL

2/12/2009

MERCHANT WHOLESALEERS (DRUMS, TRAFFIC CONES, BARRICADES, GUARDRAILS, AND OTHER HIGHWAY SAFETY PRODUCTS).

KAP CONTRACTING CO., INC.  
705 S. CAMDEN AVE  
FRUITLAND, MD 21826  
FEMALE  
98-076

237310-MBE/DBE - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION  
(SPECIFICALLY: LANDSCAPING SERVICES (HIGHWAY LAWN MOWING); ELECTRICAL CONTRACTORS-ROADWAY, HIGHWAY AND BRIDGE LIGHTING INSTALLATION AND MAINTENANCE, TRAFFIC CONTROL INSTALLATION AND MODIFICATION (TRAFFIC SIGNALS, INTERSECTION CONTROL BEACONS, INTELLIGENT TRAFFIC SYSTEMS), INCLUDING UNDERGROUND CONDUIT AND CABLE INSTALLATION; LIGHTING EQUIPMENT NEC; SANITARY SERVICES, NEC (SNOWPLOWING); BUSINESS SERVICES NEC (WORK ZONE TRAFFIC

238210-MBE/DBE - ELECTRICAL CONTRACTORS AND OTHER WIRING INSTALLATION CONTRACTORS

335129-MBE/DBE - OTHER LIGHTING EQUIPMENT MANUFACTURING

423990-MBE/DBE - OTHER MISCELLANEOUS DURABLE GOODS MERCHANT WHOLESALERS

541618-MBE/DBE - OTHER MANAGEMENT CONSULTING SERVICES

561730-MBE/DBE - LANDSCAPING SERVICES

561990-MBE/DBE - ALL OTHER SUPPORT SERVICES

562998-MBE/DBE - ALL OTHER MISCELLANEOUS WASTE MANAGEMENT SERVICES

237110-MBE/DBE - WATER AND SEWER LINE AND RELATED STRUCTURES CONSTRUCTION  
(SPECIFICALLY: WATER METER INSTALLATION)

238210-MBE/DBE - ELECTRICAL CONTRACTORS AND OTHER WIRING INSTALLATION CONTRACTORS  
(SPECIFICALLY: AUTOMATIC METER READER EQUIPMENT INSTALLATION (MIUS))

561990-MBE/DBE - ALL OTHER SUPPORT SERVICES  
(SPECIFICALLY: FIRE HYDRANT REPAIR AND MAINTENANCE)

237310-MBE/DBE - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION  
(SPECIFICALLY: CONCRETE CONSTRUCTION - PUBLIC SIDEWALKS, PLACEMENT OF TRAFFIC CONTROL DEVICES AND TEMPORARY SIGNS)

238130-MBE/DBE - FRAMING CONTRACTORS

238140-MBE/DBE - MASONRY CONTRACTORS  
(SPECIFICALLY: STONE SETTING AND OTHER STONE WORK, CONCRETE BLOCK LAYING)

238310-MBE/DBE - DRYWALL AND INSULATION CONTRACTORS  
(SPECIFICALLY: PLASTERING, DRYWALL AND INSULATION WORK)

LABCO, INC.  
6310 STILLWATER BOULEVARD  
OAKDALE, MN 55128  
ASIAN/AMERICAN  
03-414

LETKE SECURITY CONTRACTORS, INC.  
1607 BRIDEWELLS CT.  
JOPPA, MD 21085  
FEMALE  
94-092

2/12/2009

[http://mbe.md.state.md.us/directory/search\\_result.asp](http://mbe.md.state.md.us/directory/search_result.asp)

238320-MBE/DBE - PAINTING AND WALL COVERING CONTRACTORS (SPECIFICALLY: PAINTING AND PAPER HANGING, BRIDGE PAINTING CONTRACTOR UP TO 33 FOOT LEVEL)
238330-MBE/DBE - FLOORING CONTRACTORS (SPECIFICALLY: EPOXY FLOORING)
238340-MBE/DBE - TILE AND TERRAZZO CONTRACTORS (SPECIFICALLY: TILE WORK)
238990-MBE/DBE - ALL OTHER SPECIALTY TRADE CONTRACTORS (SPECIFICALLY: SPECIFICALLY: DOORS, WINDOWS AND CABINET WORK, LEAD ABATEMENT, INTERIOR DEMOLITION AND WATERBLASTING)
561311-MBE/DBE - EMPLOYMENT PLACEMENT AGENCIES (SPECIFICALLY: REFERRING EMPLOYEES IN THE CONSTRUCTION INDUSTRY TO PROSPECTIVE EMPLOYERS FOR A FEE)
561621-MBE/DBE - SECURITY SYSTEMS SERVICES (EXCEPT LOCKSMITHS) (SPECIFICALLY: SECURITY SYSTEMS SERVICE)
561990-MBE/DBE - ALL OTHER SUPPORT SERVICES (SPECIFICALLY: UNDERWATER TANK INSPECTION)
611430-MBE/DBE - PROFESSIONAL AND MANAGEMENT DEVELOPMENT TRAINING (SPECIFICALLY: PROFESSIONAL AND MANAGEMENT DIVERSITY TRAINING FOR THE CONSTRUCTION INDUSTRY)
323110-MBE/DBE - COMMERCIAL LITHOGRAPHIC PRINTING (SPECIFICALLY: COMMERCIAL PRINTING, LITHOGRAPHIC, COMMERCIAL PRINTING, NEC, - DIGITAL PRESS, TYPESETTING, PLATEMAKING AND RELATED SERVICES - COLOR SEPARATION)
323115-MBE/DBE - DIGITAL PRINTING
323122-MBE/DBE - PREPRESS SERVICES (SPECIFICALLY: COMMERCIAL PRINTING NEC; DIGITAL PRESS, TYPESETTING, PLATEMAKING AND RELATED SERVICES.)
511120-MBE/DBE - PERIODICAL PUBLISHERS (SPECIFICALLY: PUBLISHING OR PUBLISHING AND PRINTING.)
511120-MBE/DBE - PERIODICAL PUBLISHERS
511130-MBE/DBE - BOOK PUBLISHERS (SPECIFICALLY: PUBLISHING OR PUBLISHING AND PRINTING, BOOKS)
541430-MBE/DBE - GRAPHIC DESIGN SERVICES

LIGHTY COMMUNICATIONS GROUP, LCG, INC.  
 15708 CHESWICK LANE  
 UPPER MARLBORO, MD 20772  
 AFRICAN AMERICAN  
 02-545

2/12/2009



(COMMERCIAL ARTS - GRAPHIC DESIGN)	
541611-MBE/DBE - ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES (SPECIFICALLY: MANAGEMENT CONSULTING SERVICES)	
541618-MBE/DBE - OTHER MANAGEMENT CONSULTING SERVICES (SPECIFICALLY: PUBLICATION, PUBLIC RELATIONS SERVICES)	
541810-MBE/DBE - ADVERTISING AGENCIES (SPECIFICALLY: ADVERTISING AGENCY)	
541820-MBE/DBE - PUBLIC RELATIONS AGENCIES (SPECIFICALLY: PUBLIC RELATIONS SERVICES)	
541840-MBE/DBE - MEDIA REPRESENTATIVES (SPECIFICALLY: OUTDOOR ADVERTISING SERVICES - BILLBOARD, RADIO, TV AND PUBLISHERS)	
541850-MBE/DBE - DISPLAY ADVERTISING	
541860-MBE/DBE - DIRECT MAIL ADVERTISING (SPECIFICALLY: DIRECT MAIL ADVERTISING SERVICES)	
541890-MBE/DBE - OTHER SERVICES RELATED TO ADVERTISING (SPECIFICALLY: ADVERTISING, NEC, BROCHURES, INVITATIONS, ETC.)	
541922-MBE/DBE - COMMERCIAL PHOTOGRAPHY (SPECIFICALLY: COMMERCIAL PHOTOGRAPHY,)	
561110-MBE/DBE - OFFICE ADMINISTRATIVE SERVICES	
561429-MBE/DBE -	
561439-MBE/DBE - OTHER BUSINESS SERVICE CENTERS (INCLUDING COPY SHOPS) (SPECIFICALLY: PHOTOCOPYING AND DUPLICATING SERVICES)	
561990-MBE/DBE - ALL OTHER SUPPORT SERVICES	
711510-MBE/DBE - INDEPENDENT ARTISTS, WRITERS, AND PERFORMERS (SPECIFICALLY: COMMERCIAL PHOTOGRAPHY,)	
237310-MBE/DBE - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION (SPECIFICALLY: REPAIR AND LINE STRIPPING, EXCEPT ELEVATED HIGHWAY, ELEVATED HIGHWAY CONSTRUCTION, REPAIR AND LINE STRIPPING AND GUARDRAIL INSTALLATION)	LYNDCO, INC. 56301 FERRY LANDING ROAD SHADYSIDE, OH 49347 FEMALE 04-260
237310-MBE/DBE - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION	

2/12/2009

238390-MBE/DBE - OTHER BUILDING FINISHING CONTRACTORS (SPECIFICALLY: CONCRETE COATING, GLAZING AND SEALING)	
561990-MBE/DBE - ALL OTHER SUPPORT SERVICES (SPECIFICALLY: TRAFFIC CONTROL-FLAGGING)	
237310-MBE/DBE - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION (SPECIFICALLY: BRIDGE AND STRUCTURAL DESIGN AND ANALYSIS, BRIDGE AND STRUCTURAL INSPECTION, INSPECTION AND DESIGN OF RETAINING WALLS, CULVERTS, NOISE BARRIERS, SIGN STRUCTURES),	<u>M &amp; N ENGINEERING AND DIVING SERVICES, INC.</u> 2315 BELAIR ROAD, SUITE B-2 FALLSTON, MD 21047 FEMALE 02-129
237990-MBE/DBE - OTHER HEAVY AND CIVIL ENGINEERING CONSTRUCTION (SPECIFICALLY: BRIDGE AND STRUCTURAL DESIGN AND ANALYSIS, BRIDGE AND STRUCTURAL INSPECTION, INSPECTION AND DESIGN OF RETAINING WALLS, CULVERTS, NOISE BARRIERS, SIGN STRUCTURES),	
541330-MBE/DBE - ENGINEERING SERVICES (SPECIFICALLY: BRIDGE AND STRUCTURAL DESIGN AND ANALYSIS, BRIDGE AND STRUCTURAL INSPECTION, INSPECTION AND DESIGN OF RETAINING WALLS, CULVERTS, NOISE BARRIERS, SIGN STRUCTURES),	
561990-MBE/DBE - ALL OTHER SUPPORT SERVICES (SPECIFICALLY: DIVING SERVICES TO INCLUDE UNDERWATER REPAIRS, UNDERWATER CONSTRUCTION, AND UNDERWATER INSPECTION OF MARINE STRUCTURES, UNDERWATER TESTING AND SAMPLING, HYDROGRAPHIC SURVEYING)	
237990-MBE/DBE - OTHER HEAVY AND CIVIL ENGINEERING CONSTRUCTION (SPECIFICALLY: ROCK AND TREE REMOVAL, UNDERWATER)	<u>MARINE SOLUTIONS, INC.</u> 250 GOLD RUSH ROAD, SUITE 4 LEXINGTON, KY 40503 FEMALE 09-026
561990-MBE/DBE - ALL OTHER SUPPORT SERVICES (SPECIFICALLY: SCUBA DIVING SERVICES FOR BRIDGE INSPECTION)	
561311-MBE/DBE - EMPLOYMENT PLACEMENT AGENCIES	<u>PROFESSIONAL EMPLOYMENT, INC.</u> 6609 REISTERSTOWN ROAD, SUITE 109 BALTIMORE, MD 21215 FEMALE 08-284
561320-MBE/DBE - TEMPORARY HELP SERVICES	
561990-MBE/DBE - ALL OTHER SUPPORT SERVICES (SPECIFICALLY: PRE-EMPLOYMENT SCREENING SUCH AS ALCOHOL AWARENESS, TRAINING, SUBSTANCE ABUSE SCREENING, REFERENCE CHECKS)	
237310-MBE/DBE - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION (SPECIFICALLY: PRECAST CONCRETE BOX CULVERT & ARCH CULVERTS, BRIDGE CULVERTS, BRIDGE REMOVAL, BRIDGE DECK REPLACEMENT OR REPAIR, PEDESTRIAN AND TIMBER BRIDGE CONSTRUCTION, REBAR INSTALLATION, REPAIR AND REHABILITATION OF CONCRETE OR STEEL STRUCTURES, CURBS, SIDEWALKS, INLETS, MANHOLES, PAVEMENT BASE DRAINS, AND DRAINAGE)	<u>QUALITY ENGINEERING SOLUTIONS, INC.</u> P.O. BOX 3004 CONNEAUT LAKE, PA 16316 FEMALE 02-398
237990-MBE/DBE - OTHER HEAVY AND CIVIL ENGINEERING CONSTRUCTION (SPECIFICALLY: SILT BARRIER FENCE, GABIONS, EROSION CONTROL AND GEOTEXTILES)	

2/12/2009

238140-MBE/DBE - MASONRY CONTRACTORS	
238910-MBE/DBE - SITE PREPARATION CONTRACTORS (SPECIFICALLY: EXCAVATION, GRADING, CLEARING AND GRUBBING)	
541330-MBE/DBE - ENGINEERING SERVICES	
561890-MBE/DBE - ALL OTHER SUPPORT SERVICES	
611519-MBE/DBE - OTHER TECHNICAL AND TRADE SCHOOLS	
541512-MBE/DBE - COMPUTER SYSTEMS DESIGN SERVICES (SPECIFICALLY: BUSINESS SERVICES, NEC, (TELECOMMUNICATIONS, FINANCIAL AND TECHNICAL ASSESSMENT, IMPLEMENTATION MANAGEMENT)	SPEXSYS, LLC 8630-M GUILFORD ROAD, #415 COLUMBIA, MD 21046 FEMALE 03-259
561990-MBE/DBE - ALL OTHER SUPPORT SERVICES (SPECIFICALLY: TELECOMMUNICATIONS NETWORK SYSTEMS DESIGN/ENGINEERING)	
532490-MBE/DBE - OTHER COMMERCIAL AND INDUSTRIAL MACHINERY AND EQUIPMENT RENTAL AND LEASING (SPECIFICALLY: EQUIPMENT RENTAL AND LEASING, NEC (RENTAL OF TEMPORARY TRAFFIC CONTROL EQUIPMENT AND SIGNS).	STRAIGHT LINE SAFETY, LLC P O BOX 486 UNION BRIDGE, MD 21791-0486 FEMALE 06-138
561990-MBE/DBE - ALL OTHER SUPPORT SERVICES (SPECIFICALLY: TEMPORARY TRAFFIC CONTROL)	
323119-DBE-ONLY, 511140-DBE-ONLY, 511199-MBE/DBE, 517110-DBE-ONLY, 517910-DBE-ONLY, 518111-DBE-ONLY, 541430-DBE-ONLY, 541512-MBE/DBE, 541811-MBE/DBE, 541810-DBE-ONLY, 541820-MBE/DBE, 541850-DBE-ONLY, 561110-MBE/DBE, 561990-MBE/DBE, 811212-DBE-ONLY (FOR FEDERAL AND STATE CONTRACTS): MANAGEMENT SERVICES - ORGANIZATIONAL, STRATEGIC PLANNING, MANAGEMENT CONSULTING SERVICES, PUBLIC RELATIONS SERVICES, BUSINESS SERVICE, NEC, ENGINEERING SERVICES - INFORMATION TECHNOLOGY, COMPUTER RELATED SERVICES, NEC, MISCELLANEOUS PUBLISHING, (FOR FEDERAL CONTRACTS ONLY): ADVERTISING AGENCIES, ADVERTISING, NEC, DIRECT MAIL ADVERTISING SERVICES, COMPUTER COMMERCIAL ART AND GRAPHIC DESIGN, INFORMATION RETRIEVAL SERVICES, COMPUTER MAINTENANCE AND REPAIR, TELEPHONE COMMUNICATIONS, EXCEPT RADIOPHONES, COMMUNICATIONS SERVICES, NEC, PUBLISHING AND PRINTING, COMMERCIAL PRINTING, NEC.	STRATEGIC MANAGEMENT CONCEPTS, INC. 4713 SILVERBROOK WAY BOWIE, MD 20720 AFRICAN AMERICAN 98-393
237310-MBE/DBE - HIGHWAY, STREET, AND BRIDGE CONSTRUCTION SPECIAL TRADE CONTRACTORS, NEC, (SPECIFICALLY: INSTALLATION OF INLAID TAPE, STRIPPING, PLOWABLE RAISED MARKINGS)	SUNRISE SAFETY SERVICES, INC. 6711 BAY MEADOW DRIVE, SUITE D GLEN BURNIE, MD 21060 FEMALE 95-395
332999-MBE/DBE - ALL OTHER MISCELLANEOUS FABRICATED METAL PRODUCT MANUFACTURING FABRICATED METAL PRODUCTS, NEC, (SPECIFICALLY: MANUFACTURER OF TRAFFIC SIGNS)	
339950-MBE/DBE - SIGN MANUFACTURING (SPECIFICALLY: MANUFACTURER OF TRAFFIC SIGNS)	

423990-MBE/DBE - OTHER MISCELLANEOUS DURABLE GOODS MERCHANT WHOLESALERS DURABLE GOODS, NEC, (SPECIFICALLY: SALE OF TRAFFIC SIGNS)	
438490-MBE/DBE - OTHER SUPPORT ACTIVITIES FOR ROAD TRANSPORTATION (SPECIFICALLY: MAINTENANCE OF TRAFFIC, BUSINESS SERVICES, NEC, (ADDING: LANE CLOSURES, CRASH CUSHION INSTALLATION, GLARE SCREEN INSTALLATION)	
488490-MBE/DBE - OTHER SUPPORT ACTIVITIES FOR ROAD TRANSPORTATION	
532490-MBE/DBE - OTHER COMMERCIAL AND INDUSTRIAL MACHINERY AND EQUIPMENT RENTAL AND LEASING EQUIPMENT RENTAL AND LEASING, NEC, (SPECIFICALLY: RENTAL OF SIGN BOARDS, ARROW BOARDS, TRAFFIC SIGNS, BARRELS AND OTHER MAINTENANCE OF TRAFFIC ITEMS)	
561990-MBE/DBE - ALL OTHER SUPPORT SERVICES SANTARY SERVICES, NEC, (SPECIFICALLY: SNOW REMOVAL, HAULING AWAY OF SNOW),	
236220-MBE/DBE, 238210-MBE/DBE, 561210-MBE/DBE, 561720-MBE/DBE, 561740-MBE/DBE, 561990-MBE/DBE BUILDING CLEANING & MAINTENANCE SERVICES, BULB, FUSE AND BALLAST REPLACEMENT, WINDOW CLEANING, CARPET CLEANING, JANITORIAL SERVICES ON AIRPLANES, FACILITIES SUPPORT MANAGEMENT SERVICES, DEBRIS REMOVAL, FURNITURE MOVING, GENERAL CONTRACTORS - INDUSTRIAL BUILDINGS AND WAREHOUSES (EXCEPT PUBLIC WAREHOUSE CONSTRUCTION), BUILDING ALTERATIONS, NONRESIDENTIAL, COMMERCIAL, AND INSTITUTIONAL BUILDING, GENERAL CONSTRUCTION CONTRACTORS; WATER METER READING SERVICES.	TOPELITE BUILDING SERVICES, INC. 7816 CRYDEN WAY DISTRICT HEIGHTS, MD 20747 AFRICAN AMERICAN 97-148
541690-MBE/DBE - OTHER SCIENTIFIC AND TECHNICAL CONSULTING SERVICES (SPECIFICALLY: SAFETY CONSULTING SERVICES)	TRAFFIC CONTROL SERVICES, LLC P.O. BOX 20161 YORK, PA 17402 FEMALE 07-285
561990-MBE/DBE - ALL OTHER SUPPORT SERVICES (SPECIFICALLY: FLAGGING (TRAFFIC CONTROL) SERVICES)	
238320-MBE/DBE, 238350-MBE/DBE, 561720-MBE/DBE, 561990-MBE/DBE BUILDING CLEANING AND MAINTENANCE SERVICES, CARPENTRY WORK, PAINTING AND PAPER HANGING, INTERIOR DECORATING (MINOR INTERIOR DECORATING)	TRINITY BUILDING SERVICE, INC. 4201 JOHN MARR DRIVE, #203 ANNANDALE, VA 22003 FEMALE 97-077
425110-MBE/DBE - BUSINESS TO BUSINESS ELECTRONIC MARKETS SPECIFICALLY: FACILITATING BUSINESS TO BUSINESS SALES OF NEW AND USED MERCHANDISE ON AN AUCTION BASIS	TS & P AUCTIONS, LLC 1325 G STREET, N.W., SUITE 500 WASHINGTON, DC 20005 FEMALE 08-279
425120-MBE/DBE - WHOLESALE TRADE AGENTS AND BROKERS SPECIFICALLY: AUTOMOBILE AUCTIONS WHOLESAL	
454112-MBE/DBE - ELECTRONIC AUCTIONS SPECIFICALLY: INTERNET/ELECTRONIC AUCTIONS	
561990-MBE/DBE - ALL OTHER SUPPORT SERVICES	

2/12/2009

## State of Maryland Minority Business Program

SPECIFICALLY: INDENT AUCTIONEERS	
UNITED NATIONAL BANKCARD SERVICES, INC. 9255 BENDIX ROAD SUITE 108 COLUMBIA, MD 21045 ASIAN AMERICAN 03-349	238280-MBE/DBE, 423420-MBE/DBE, 541512-MBE/DBE, 561990-MBE/DBE BUSINESS SERVICES, NEC, (CREDIT CARD SERVICES/LEASING AND SELLING), ATM WHOLESALE, ATM INSTALLATION AND REPAIR, COMMERCIAL SOFTWARE DEVELOPMENT
WHITAKER ARTHUR L. ENTERPRISES, LLC 11107 PENNY AVENUE CLINTON, MD 20735 AFRICAN AMERICAN 98-376	541611-MBE/DBE, 541618-MBE/DBE, 541820-MBE/DBE, 561990-MBE/DBE, 823990-MBE/DBE, 624190-MBE/DBE, 624310-MBE/DBE, 813319-MBE/DBE PROBLEM SOLVING CONSULTING SERVICES (PERSONAL/BUSINESS-PROFIT/NON-PROFIT), MANAGEMENT CONSULTING SERVICES, SOCIAL SERVICES, NEC, JOB TRAINING AND COUNSELING, RESIDENTIAL CARE (INDEPENDENT LIVING FACILITIES), INDIVIDUAL AND FAMILY SOCIAL SERVICES (FAMILY COUNSELING SERVICES), PUBLIC RELATIONS SERVICES (LOBBYIST FOR CLIENT BASE), MISCELLANEOUS PERSONAL SERVICES, NEC, (BARTERING/BROKERING SERVICES FOR INDIVIDUALS)